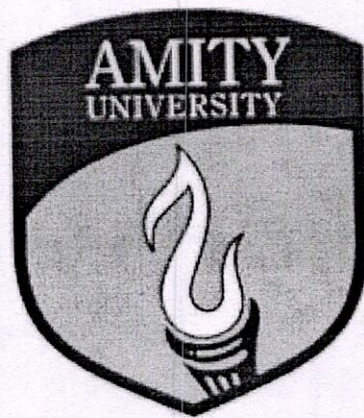


# AMITY UNIVERSITY MADHYA PRADESH



## GUIDELINES ON CONSULTANCY (Total Pages 06)

1

  
Registrar  
Amity University Madhya Pradesh  
Gwalior



Ref: AUMP/RO/POLICY/2019/605

Date : 08 November 2019

## **GUIDELINE FOR CONSULTANCY SERVICES**

### **1. Preamble.**

In the light of changing global economic scenario and the mission of the University, the University encourages and promotes faculties and scientists to take consultancy assignment in addition to the teaching and research work as this form of activity enhances external profile of the University by developing our engagement with Community, Extending the societal impact of the University expertise and creating mutually beneficial opportunities for collaborative research and consultancy services. The consultancy enriches & broadens the professional experience and knowledge of the faculty members/ scientists and thus makes them better educators. In addition it also functions as a tool for contributing to the national economic growth.

Consultancy for the purpose of this Policy means an assignment/ job basically for providing expert advice, problem solving, targeted training, testing and laboratory based experimental work, market research and survey etc. for consideration of a fee.

### **2. General Principle.**

- (a) Consultancy work may be undertaken in the area of expertise of the Faculty members/ Scientists or a group of experts.
- (b) The Consultancy services will be undertaken only with the prior permission of the University
- (c) It should not interfere with the performance of primary duties by the individual as per contract of employment.
- (d) Consultancy Services should not be in conflict with the interest of the University.
- (e) University should not directly or indirectly get associated with activities which are likely to be perceived internally or externally as unethical or inappropriate.
- (f) Failure to disclose or obtain formal approval for consultancy as required by this policy shall be regarded as disciplinary matter.



### 3. Consultancy Procedure.

#### (a) Approval to undertake Consultancy Activities.

Consultancy proposal should be submitted giving the details in the form attached as **Appendix** to this policy to the Hols/HoDs. Hol/HoD will examine the proposal and submit it along with his/her recommendations to the Registrar. The following aspects need to be considered before recommending the proposal:

- (i) Extent to which consultancy related work will be undertaken by the faculty in addition to the normal duties and work load.
- (ii) No faculty member/ Scientists shall spend consultancy days whenever there is an Institutional commitment. They may do the consultancy work, preferably on Saturdays and Sundays. Alternatively arrangement should be made for compensating non-availability of the concerned faculty during the period of consultancy.
- (iii) The amount of expenditure needs to be estimated on account of providing Consultancy.
- (iv) The assignment is in the interest of the University in the long run and would not adversely affect the faculties' work at the university.
- (v) Contract for the consultancy work for any Indemnity Clause relating to delay in delivering the consultancy.

#### (b) Authorizing Officer.

The Registrar after taking approval of the Hon'ble VC will issue the approval letter. A copy of approval letter would be endorsed to the institutions concerned, HR Department and Account Department.

### 4. Extent of Consultancy.

The aggregate consulting commitment for faculty/researchers should not exceed 30 days in a year.

### 5. Distribution of Income.

- (a) The general Rule to be followed for distribution of income generated out of Consultancy is as follows:



- (i) 2/3<sup>rd</sup> of income will go to the Consultant(s). In case of group, they will share among themselves based on their number of days services
- (ii) 1/3<sup>rd</sup> of income will go to the Amity University

The income is total amount received minus the expenditure incurred in providing service.

(b) The following additional conditions would apply:

- (i) Normally no payment will be made to an individual where it would result in a deficit on the contract.
- (ii) No payment will be made to individuals where the terms and conditions of contract prohibit it.
- (iii) No payment will be made to individuals in advance of the client paying the amount.
- (iv) Any time input required to rectify unsatisfactory work will not normally be cause for additional payments unless there is additional income to cover further costs.

**6. Maintenance of Consultancy Fund.**

(a) A separate account for each Consultancy Assignment shall be maintained by the Accounts Department under the following heads:

- (i) The total money received
- (ii) Service Taxes
- (iii) Net contracted amount (a-b)
- (iv) Total expenditure
- (v) Balance amount (c-d)
- (vi) Faculty share – 2/3<sup>rd</sup> of (e)
- (vii) University share – 1/3<sup>rd</sup> (e)

(b) Actual expenditure should cover the following cases related to consultancy:

- (i) Consumable materials.
- (ii) Expenditure towards travel and stay in connection with consultancy work.
- (iii) Contingency expenses to cover cost of supply.



- (iv) Preparation of report
- (v) Stationary etc.
- (vi) Expenses for work to be carried out on payment basis.
- (vii) Expenses on account of use of Amity resources
- (viii) Any other costs considered appropriate.

#### **7. Ownership of intellectual property.**

Depending upon the terms of contract, IPR shall be decided. However, any intellectual property arising out of consultancy work which is conceived during the execution of consultancy by the consultant alone shall vest with Amity University

#### **8. Interpretation.**

Should a need arises for interpretation of the any clause, the decision for the same shall lie with the Vice Chancellor and his/her decision shall be the final.

#### **9. Dispute Resolution.**

The clause regarding dispute resolution should be in built in Memorandum of Understanding/Memorandum of Association to be entered with the party while undertaking Consultancy project. In case of any dispute remaining unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the University.

#### **Distribution:**

1. VC's Secretariat
2. Pro VC's Office
3. All Hols
4. All HoDs (Teaching & Non Teaching)
5. Accounts

  
(Rajesh Jain) 08/11/2019  
Registrar  




**CONSULTING AND PROFESSIONAL ACTIVITY APPROVAL FORM**

1. Name of Organization for whom work is to be undertaken .....
2. Nature of work to be undertaken .....
3. Probable duration of Consultancy .....
4. Consideration money
  - a) Total receivable .....
  - b) Service Tax, if any .....
  - c) Total Estimated expenditure
    - i) Consumables .....
    - ii) Travel .....
    - iii) Contingency .....
    - iv) Any other .....
  - d) Net receivable amount (a-b-c) .....
5. Value of Amity University resources involved, if any
  - a) Time of other staff .....
  - b) Equipment & Consumables .....
  - c) Other resources .....
6. Permission may please be accorded to undertake outside Consultancy activities as outlined above  
Name of Consultant..... Designation..... Institute.....  
Signature..... Dated.....
7. Recommendation of Hol/HoD

I recommend to the work outlined above being undertaken. Alternate arrangement during his/her non-availability has been made and the assignment would be in the interest of University.

**Hol/HoD**

**Registrar**

**Pro Vice Chancellor**

**Vice Chancellor**