



## CONSULTANCY POLICY GUIDELINES

### **1.0 Short Title, Application and Commencement**

1.1 These Guidelines may be called K.R. Mangalam University, Gurugram (Consultancy Policy) Guidelines.

1.2 These Guidelines shall apply to all the Faculty Members of K.R. Mangalam University, Gurugram and its campuses from the date of notification.

### **2. Introduction**

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.

2.1. The purpose of this policy document is to set out the principles and procedures governing Consultancy and other Outside Services undertaken by Staff Members of the University.

2.2. This Policy applies to all academic and academic related Staff Members and administrative Staff Members who have the know-how to provide consultancy.

2.3. Staff Members of the University are encouraged to undertake University Supported Consultancy and other similar work provided it does not conflict with the interests of the University. This is because Consultancy:

2.3.1. increases the professional and/or academic competence and experience of the Staff Member and provides a continuing professional education opportunity in the world outside academia and research;

2.3.2. provides first-hand knowledge of the current problems of industry which help faculty



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2.3.3. creates and enhances links between the University and external organisations that will aid the University in areas such as increasing research opportunities, and student recruitment and placement, and

2.3.4. helps the University achieve its mission of extending the benefits of research of the University to various sections of industry and governance and thus contribute to the industrial and economic growth of the country; and

2.3.5. may generate additional income for the Staff Member and increased funding for the University.

2.4. While the University encourages staff members to undertake consultancy projects, the staff members, while undertaking such projects are expected to uphold the reputation and prestige of the University at all times.

## 3.0 Objective

3.1 The objective of these Guidelines is to formulate a Consultancy policy of K.R. Mangalam University, Gurugram. 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.

## 4.0 General Principle

- i) Consultancy work may be undertaken in the area of expertise of the Faculty members/ Scientists or a group of experts.
- ii) The Consultancy services will be undertaken only with the prior permission of the University;
- iii) It should not interfere with the performance of primary duties by the individual as per contract of employment;
- iv) Consultancy Services should not be in conflict with the interest of the University;
- v) University should not directly or indirectly get associated with activities which are likely to be perceived internally or externally as unethical or inappropriate;



## 5.0 Consultancy Procedure

### A) Approval to undertake Consultancy Activities

Consultancy proposal should be submitted giving the details in the form attached as annexure to this policy to the Dean/HOD. Dean/HOD will examine the proposal and submit it along with his/her recommendations to the Dean Academic Affair. 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 Dean Academic affair after taking approval of Competent Authority will request Registrar office to issue the approval letter. A copy of approval letter would be endorsed to the institutions concerned and HR Department.

## 6.0 Extent of Consultancy

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

## 7.0 Payment

The payment of consultation charges to K.R. Mangalam University, Gurugram are to be made in kinds not in cash. Concerned faculty or team of students involved in the project can be awarded certificate of participation or anything in kind as mutually discussed.



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#### **8.0 Maintenance of Consultancy Fund**

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.

#### **9.0 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 K.R. Mangalam University, Gurugram.

#### **10.0 Interpretation**

Should a need arise 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.

#### **11.0 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.

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 .....
- b) Service Tax, if any .....
- c) Total Estimated expenditure .....
- i) Consumables .....
- ii) Travel .....
- iii) Contingency.....
- iv) Any other .....
- d) Net amount (a-b-c) .....
5. Value of K.R. Mangalam 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.....  
 Signed.....Dated.....
7. Recommendation of Dean/HOD :

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

Signed.....Dated.....

Dean/HOD