



दून विश्वविद्यालय
मोथरोवाला रोड, केदारपुर, पो०ओ० डिफेन्स कालोनी,
देहरादून-248001 (उत्तराखण्ड) भारत

DOON UNIVERSITY

Mothrowala Road Kedarpur, P.O. Defence Colony,
Dehradun-248001 (Uttarakhand) INDIA.

**DOON UNIVERSITY
DEHRADUN**



Consultancy Policy 2021

REGISTRAR

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[1] Preamble

Academicians and researchers of the universities share their knowledge and expertise with business houses, corporate and other external agencies through the channel of consultancy. The contribution of consultancy to the growth, development and productive relationships with such organisations is unambiguous. Consultancy activities in Doon University may be associated with contractual relationships, including research, service contracts *etc.* with government non-government organizations in lieu of a fee. The university, therefore, encourages its faculty and staff to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the university.

[2] Purpose

This policy document is intended to lay down the norms for undertaking consultancy work by the faculty and staff and its facilitation in accordance with the University's rules and procedures.

[3] Definitions and Scope

Consultancy is a work of a professional nature, undertaken by members of university in their field of expertise, for clients/agencies outside the institution, for which some financial return is obtained. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. It will be governed by short-term contracts while making minimal use of university's resources. It would be an additional management responsibility for the university, and would involve extra work for the university's staff. Therefore, the university will charge a part of the consultancy fee from the member of the university who is engaged in consultancy.

Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake are also included within the scope of this policy document.

[4] Exclusions

This consultancy policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of intellectual level of the society at large. Such activities, among others, would be:

- [4.1] External examinership
- [4.2] Lectures and conference presentations
- [4.3] Editorship of academic journals or the publication of academic articles
- [4.4] Royalties from authorship and publication of books
- [4.5] Professional arts performances
- [4.6] Charitable services
- [4.7] Any other as decided by the Vice Chancellor

[5] Duration of Consultancy

[5.1] The total time invested by some faculty member in consultancy activity must not be higher than the maximum number of duty leaves which Hon'ble Vice-Chancellor or the competent authority can sanction as per rules. At present, this number is 30 days. In special



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cases, the Competent authority can sanction the number of consultancy days upto a maximum period of 60 days. The days, invested by the faculty member in consultancy activities, will be considered and counted as the duty leaves. For special cases, a prior permission has to be taken from the Vice Chancellor.

[5.2] The duration of any consultancy activity will be limited to that mentioned in the approved agreement.

[5.3] Any extension of consultancy work would require prior permission of the Vice Chancellor.

[5.4]. A financial budget of the consultancy (offered/provided by the funding agency/client) shall be approved by the Vice Chancellor.

[6] Approval of Consultancy Activity

All consultancy proposals have to be submitted to the Vice Chancellor, through proper channel for prior approval, who will have the sole right to make the decision to accept or decline the proposal.

[7] Conflict of Interest

[7.1] Engagement in consultancies must not create any perceived or actual conflict of interest.

[7.2] Conflict of interest, if any, must be immediately reported to the Vice Chancellor.

[7.3] A conflict of interest shall be considered as a case where an employee engages in consultancy at the expense of the interests of university as defined by the Vice Chancellor. It should also not affect the University's work of the person who is engaged in consultancy work.

[7.4] Conflict of interest will be there if faculty member/staff is engaged in any such kind of consultancy which is against state, university, or nation in any manner. In such cases, the interpretation made by the office of the competent authority will prevail.

[8] Income Distribution

[8.1] If the university incurs a cost for allowing the consultancy, it will be deducted by the university from gross income from consultancy before splitting the net income between the consultancy provider and the university.

[8.2] The member/department of university providing consultancy would be entitled to retain 70% share of the amount of the consultancy fee, while the university will retain 30% of the net income.

[8.3] If the gross income from a consultancy work is below a certain amount in any financial year, then the university may lower/forego its part and residual income will be retained by the consultancy provider. This amount will be notified by the university and may be revised from time to time.

[8.4] The income earned by any individual from consultancy will be taxable as per the rules of Government of India.

[8.5] All financial transactions related to consultancy will be cashless through bank transfer to/from appropriate university account. The university will make the appropriate payment to the consultancy provider as per rules.

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[9] Code of Conduct

[9.1] The conduct of the employee during the consultancy work must conform to the prestige and reputation of the university. The university will be entitled to take disciplinary action against its employee for any misconduct during the consultancy.

[9.2] Original copies of all documents related to all consultancy services undertaken by its employee must be in possession of the university for allowing appropriate processing for financial accounting and audit purposes.

[9.3] The clients receiving consultancy services would not be entitled to use the university name, logo *etc.* in any form without prior permission of the Vice Chancellor.

[10] Dispute Redressal and Resolution

All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the Vice Chancellor, whose decision will be final and binding. The Vice Chancellor may, at any point of time, call for amendment or revision of this policy document as deemed appropriate. Any violation of the above policy shall be dealt with as per university rules.


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