



# Chhatrapati Shahu Ji Maharaj University Kanpur

(FORMERLY KANPUR UNIVERSITY, KANPUR)

**Policy**

*for*

**Consultancy**

## Preamble

Consultancy is an important channel through which knowledge and expertise could flow from University to businesses and other external agencies, and it can contribute to the growth, development and productive relationships with these components of society. Consultancy activity in CSJM University, Kanpur refers to any agreement/contract related to guidance, advice, development initiatives for improvement viz-a-viz Management Development Programs(MDPs) and Executive Development Programs(EDPs), training employees, service agreement(s)/contract(s) for up gradation and advancement etc. with government, non-government organizations, public and private organizations, in lieu of a fee including GST. The University, therefore, encourages its faculty and staff to engage in consultancy.

## Purpose

This policy document is intended to lay down the norms for undertaking consultancy (as defined in para 1) work and its facilitation in accordance with the University's rules and procedures.

## Definitions and Scope.

Consultancy (as defined in para 1) is work of a professional nature, undertaken by members of University in their field of expertise, for clients outside the institution, for which some financial return is obtained. Consultancy (as defined in para 1) 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 using resources of University. It would be an additional management responsibility for University, and would involve extra work for existing University staff. Therefore, the University will charge a part of the consultancy fee from the member(s) of University who will be engaged in consultancy (as defined in para 1).

## Exclusions

This consultancy (as defined in para 1) 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

- a) Lectures and conferences
- b) Editorship of academic journals or the publication of academic articles
- c) Royalties from authorship and publication of books
- d) Professional arts performances
- e) Charitable services
- f) Any other as decided by the Hon'ble Vice Chancellor

## Duration of Consultancy (as defined in para 1)

- a) The total time invested in consultancy activity must be less than that which is equivalent to 30 working days per academic year.
- b) The duration of any consultancy activity will be limited to that mentioned in the approved agreement/ contract which may be extended (if required) with the approval of Vice Chancellor.
- c) Any extension of consultancy work would require prior permission of the Hon'ble Vice Chancellor

## Approval of Consultancy (as defined in para 1)

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

- a) Consultancy related to research advice shall be routed through Dean of research.

- b) Consultancy related to quality improvement programs viz-a-viz Management Development Programs, Executive Development Programs etc. shall be routed through Dean of PAIR (Placement, Alumni, and Industrial Relations).

### **Conflict of Interest**

- a) Engagement in consultancies (as defined in para 1) must not create any perceived or actual conflict of interest.
- b) Conflict of interest, if any, must be immediately reported to the Vice Chancellor.
- c) 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.

### **Income Distribution**

- a) If the University incurs a cost related with the consultancy (as defined in para 1), it may be charged by the University on actual bases, and the same may be adjusted.
- b) The member(s) of university providing consultancy would be entitled to retain 60% of the share while the University will retain 39% of the net income in case of science and technology related assignments, and 70% to member of other departments and 29% share to the University, with 1% share to students in both the cases. 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