

**SHOOLINI
UNIVERSITY
SOLAN, HP**

Consultancy Policy



CONSULTANCY POLICY

1. Policy Statement: This policy provides guidelines for undertaking consultancy work at **individual, school, faculty and University level** in accordance with the acts, statutes, objectives and guiding principles of Shoolini University. The University recognizes the value of its staff undertaking consultancy for outside bodies, hence, encourages them to undertake consultancy provided it does not conflict with the interest of the University.

2. Purpose: The University encourages staff to undertake consultancy to support the achievement of University objectives, including advancement of professional competencies of its academic faculty and builds reputation of the University as a leading institute of learning and research. Apart from the financial support, consultancy projects should add to the university's standing and continued professional development for its consulting faculty. The key purpose of the consultancy projects taken up by the University is to establish and strengthen industry partnerships and to provide innovative solutions to societal challenges.

3. Objectives:

- To establish a framework to support consultancy activities at Shoolini University.
- To encourage faculty participation in consultancy projects which bring opportunities and benefits to the University and recognition of its faculty and their professional development.
- Provide a significant revenue source to the University and its schools; and a financial return on capital investments made
- To provide a flexible management framework to cover the range of consultancies undertaken by staff members using the University's name, resources, facilities and intellectual property, etc.
- To create and enhance links between the Industry and other external organizations that will facilitate growing research opportunities.

4. Eligibility:

- This policy applies to all faculty and staff of Shoolini University.
- The faculty members involved in the conduct of a consultancy service will be considered on-duty for visits and meetings with industry partners.
- The consultancy work will be undertaken only in circumstances that it does not erode or undermine the consulting faculty's main role or leads to creating a conflict of interest with the university.

5. Scope: The policy covers any work or activity undertaken by university academic staff in their field of expertise, for clients in government, private sectors or external agencies for which some financial return is provided in the form of professional fees or honorarium. Staff other than academic staff may only engage in consultancy activities where specific arrangements have been approved on an individual basis by the Vice Chancellor.

6. Circumstances under which consulting activity may be permitted:

- The organization requiring consultancy services from a faculty or a department shall write to the Vice Chancellor indicating the expertise required for a particular project
- The Vice Chancellor on receiving the request from the organization shall inform to the school concerned.
- The Head of the School shall nominate the faculty or a faculty team having the required expertise..
- In considering whether or not permission may be accorded for a particular consulting assignment, the Vice Chancellor will take into account all related factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of University resources.
- An MoU will be signed between the concerned organization and the university towards the nature of consultancy work and the commercials involved with the approval of Vice Chancellor.
- The faculty or the faculty team engaged in the consultancy work shall periodically report the progress of the consultancy work to the Vice Chancellor through the concerned Head of the School/ Dean
- The Consultancy must not be in conflict with the functions, objectives or interests of the University or damage the University's reputation.

7. Research Consultancy: A faculty member or a team may provide Research support as a Consultancy assignment in return for a research fee from an external funder. A Research Consultancy may be the outcome of a tender or a direct approach by an external agency or industry.

8. Non-research Consultancy: Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc. The provision of professional services such as designing, legal and medical advice undertaken by members of faculty and staff.

9. Maximum Time Limit: Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this timeline would require an approval by the Vice Chancellor. Proposed Consultancy assignment will be assessed to ensure no interference with the discharge of responsibilities by the faculty member, unless it is considered to be in the interest of university..

10. Revenue Sharing: The revenue generated from the consultancy project is shared by the concerned member and the university in following ratios after deducting the overheads and all other expenses met by the university:


- Individual Level – 60:40 (University 60%)
- School Level / Group Level – 50:50 (of university 50% and remaining to be divided among the consulting team)
- University Level – 70:30 (of university 70%)

11. Conflict of Interest: Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the relevant

University Officer for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the University's interests or the interests of other employees or students.

12. Other important points:

- Access to the University's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Faculty or Office.
- Entitlements to use the University's name and reputation, providing it are not brought into disrepute.


Registrar
Shoolini University of Biotechnology
& Management Sciences
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