



H I M G I R I
ZEE UNIVERSITY

[Estd. Under Uttaranchal State Act. No. 17, 2003. Approved by UGC Under Sec. 2(f)]

DEHRADUN



Consultancy Policy

Year-2023

Approved
B.S. Mehta
21/9

0	20/02/2023	Issued for Implementation
Rev.	Date	Description
HIMGIRI ZEE UNIVERSITY DEHRADUN, UK, INDIA		Consultancy Policy

1. Introduction

Consultancy is a significant channel through which information and mastery could move from one person or one organization to other organizations by adding some development and improvement. Consultancy movement in Himgiri Zee University might be related with contractual association, including research, administration contracts and so on with government and non-government association in lieu of a mutual finalized fee. The University accordingly, energizes its faculty, personnel and staff to take part in consultancy any place suitable, and in a way that is in similarity with their service agreement with the university.

2. Purpose

This policy document is expected to set out the standards for undertaking consultancy project outside the Himgiri Zee University and its assistance as per the Himgiri Zee University's principles and strategies.

3. Definitions and Scope

Consultancy is the work in a professional environment, undertaken by faculty/staff of the University in their respective area of expertise, for any other Industries/Institutions/Organizations etc., outside the University, for which some monetary profit is achieved. Consultancy task will develop some type of technical/non-technical output. Consultancy project will be represented by transient agreements while utilizing minimal use of University resources.

The following categories of work are NOT encompassed within the classification of Consultancy services:

- ✓ Research done through extramural funding.
- ✓ Services rendered as an external examiner
- ✓ Services rendered in teaching assignments/quality assessments
- ✓ Giving guest lectures/presentations in conferences/seminars
- ✓ Services rendered as a chairperson/member in committees
- ✓ Services rendered in broadcasting or other interactions with media
- ✓ Appointment in public/private sector boards/ bodies

- ✓ Academic publications including books
- ✓ Inter-institutional academic activities

NOTE: The proposed concept does not include the Admission consultancies.

4. Approval of Consultancy Activity

All consultancy project proposals have to be submitted to the office of Dean Research, HZU for the final approval of the Vice Chancellor, Himgiri Zee University for prior endorsement.

5. Conflict of Interest

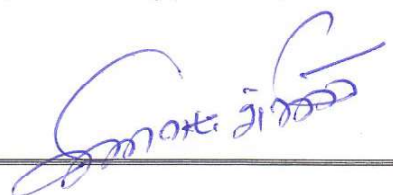
- a.** Engagement in consultancies must not create any perceived or actual conflict of interest.
- b.** Conflict of interest, if any, must be immediately reported to the office of Dean Research, HZU.

6. Income Distribution

- a.** In case of Himgiri Zee University Consultancy i.e. If the Himgiri Zee University invested any cost for bringing the consultancy project in the University, same HZU expenses will be deducted from total gross income from total consultancy amount before distributing the net income between the consultant faculty/staff or member/department and the university. The Faculty/Staff or member/department of the University providing consultancy project would be entitled to retain 60 % of the share while the University will retain 40 % of the net income.

- b. In case of private consultancy,**

Private Consultancy is defined as an arrangement for the provision of professional services, where the faculty/staff, in a strictly private capacity, outside normal duties/obligations to HZU and beyond working hours, without using HZU space, equipment, services or facilities. A member of faculty/staff undertaking a private Consultancy shall not use the University name, logo, intellectual property, services, facilities, equipment, stationary, email, employment title in any way



Following rules will be applicable to the private consultancy:

- ✓ The HZU does not take any obligation for the work conceded out;
 - ✓ The HZU has no responsibility under the Health and Safety of the Work Act for the work conducted.
 - ✓ The individual shall not use any of the University's amenities, nor in any way use the name of the University'.
 - ✓ The individual must guarantee that there is no conflict with the interests or confidentiality obligations of the University.
- c.** Project fetched by the Faculty/Staff by their own efforts the gross income from a consultancy work will be distributed in the ratio of 90 % and 10 %. Here the faculty/staff will be entitled to retain 90 % of the total share while the University will retain 10 % of the net income.
- d.** All financial trades related to consultancy project will be cashless and will be done through bank transfer to/from appropriate Himgiri Zee University account. The Himgiri Zee University will make the applicable payment to the expert faculty/Staff or consultancy provider as per rules mentioned above in section 6(b).
- e.** The income earned by any individual from consultancy will be taxable as per Govt. of India rules. The liability of the income tax while receiving the amount in the faculty account will be borne by the Faculty/Staff, only.

7. Contractual Terms and Conditions

All consultancy activities potentially pose concerns in respect of liability and other such risks for both the Consultant and the University. It is authoritative that HZU faculty/staff members involved in consultancy ('as the Consultant'), whether working on behalf of HZU or on Private Consultancy, obey with the notification and approval procedures sketched in this Policy;

Consultancy work must be within the faculty/staff member's field of expertise, be relevant to teaching or research and must not interfere with his the normal duties

To engage in consultancy the faculty/staff should submit a detailed proposal and take approval from the HoD, School Dean and Dean Research.

The Non-academic faculty/staff shall take approval from the concerned HoD and the Registrar.

The amount of time permitted for members of faculty/staff to undertake University Consultancy shall be determined by the HoD and approved by the Dean.

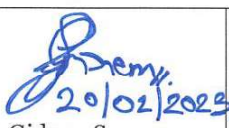
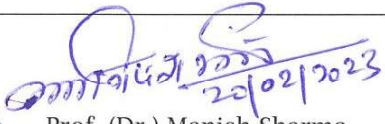
University Consultancy activities shall be coordinated, managed and administered by Dean Research.

8. Code of Conduct

- a. The conduct of the faculty during the consultancy project must be followed for the reputation of the University.
- b. Copies of all documents related to all consultancy project undertaken by its faculty/staff must be in possession of the University in the office of Dean Research for any audit purposes.

9. Policy Review

The HZU shall review this consultancy policy from time to time to confirm its relevancy to the prevailing circumstances as also the best interest of the University as well as the faculty/staff.

 20/02/2023 Dr. Gideon Synrem Member-IQAC	 20/02/2023 Prof. (Dr.) Manish Sharma Dean, Research, HZU	 Prof. B.S. Nagendra Parashar Vice Chancellor, HZU
Prepared by	Recommended by	Approved by