

# **Jayoti Vidyapeeth Women's University, Jaipur**

## **Consultancy Policy**

### **Introduction**

- The Jayoti Vidyapeeth Women's University recognizes the worth of its staff undertaking consultancy for outside bodies. This work is an important channel through which knowledge and expertise can flow to and from businesses and other external agencies and therefore contributes to the development of growing and productive relationships with these bodies. Consultancy activity within the Jayoti Vidyapeeth Women's University is often associated with several disciplines. It is therefore the University's policy to motivate staff to utilize in consultancy wherever appropriate and in a manner that is consistent with their other similar responsibilities.
- This policy is planned to provide the information required to undertake consultancy work in accordance with the University's approved procedures.

### **Definitions & Scope of the Policy**

- The University uses a broad definition of what constitutes consultancy. A professional practice that gives expert advice within a particular field.
- Consultancy is work of a professional nature, undertaken by University staff in their field of expertise, for clients outside the institution, for which some financial return is provided.
- Unlike research it does not have as a prime purpose the generation of new knowledge.
- Consultancy will produce some form of contracted output which may be partly or wholly owned by the client.
- It tends to be administered by short-term contracts, makes minimal use of University resources and involves extra work for existing staff rather than the employment of new staff.
- This policy strictly applies to consultancy services paid or unpaid.

### **Approval of Consultancy Activity**

- The decision process for whether an individual is permitted to undertake a piece of consultancy is handled at a University level. All consultancy proposals should be passed to the appropriate coordinator and competent authority of the University in the first instance. They will make the decision to accept or decline the proposal.
- The decision to accept a proposal to undertake consultancy activity is not automatic and factors such as the promotion of small scale industries, startups, entrepreneurs, renowned individuals with scientific background, NGOs and any other person the University thinks is appropriate for their contribution in R&D activities are also considered for providing consultancy.
- The proposal received from the entities with annual turnover not exceeding Rs. 20,00,000 per annum or any other proposal University finds appropriate is at the sole discretion of University to provide consultancy without any charges.



- In to the above mentioned point all those having total annual turnover exceeding Rs. 20,00,000 per annum will be charged for consultancy services provided by the University.

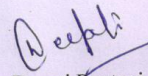
#### **Income Distribution**

- The income distribution per consultancy is as under:

Consultant	University
50%	50%

#### **Contractual Requirements**

- The University is responsible for the actions of its employees during work-related consultancy even if the actions or activities are not covered by an agreement involving the University.
- The University, therefore, strictly prohibits staff from entering into work-related consultancy arrangements with outside agencies without approval from the competent authority of the University.
- Staff is recommended to involve the Directorate of Research & Development in the processing of consultancy as early as possible so that any research issues with the contract can be highlighted and, where possible, either resolved or mitigated.

  
JV'n Deepti Rustagi

Registrar