



Office of the Registrar  
**VIDYASAGAR UNIVERSITY**

Midnapore - 721 102.

Dated : 10.07.2015.

NOTIFICATION

It is hereby notified for general information that as decided by the Internal Quality Assurance Cell (IQAC) of Vidyasagar University in its meeting held on 01.07.2015 duly approved by the Hon'ble Vice-Chancellor, a Consultancy Policy of Vidyasagar University has been framed to set out the principles and procedures of governing Consultancy undertaken by the Staff Members of the University, a copy of which is enclosed herewith for the information of all stakeholders of Vidyasagar University.

All concerned are being informed accordingly.

This Notification is issued with the approval of the competent authority.

Sd/-


Registrar (Actg.).

Encl.: Consultancy Policy of Vidyasagar University.

Memo No. VU/R/Noti./1128/2015 dated 10.07.2015.

Copy forwarded for information and necessary action to :

1. the Dean, Faculty of Arts & Commerce.
2. the Dean, Faculty of Science.
3. all Head of the academic & administrative departments - with a request to circulate the same among all members of his/her department.
4. the Director, DDE - with a request to circulate the same among all members of his department.
5. the Director, Internal Quality Assurance Cell (IQAC).
6. the Deputy Registrar (Administration).
7. the Deputy Registrar (Academic).
- ✓ 8. the Information Scientist - for circulation on the University website.
9. the Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.
10. the Office Supdt., Registrar's Office.
11. the Establishment Section.
12. guard File

  
15/07/15  
Registrar (Actg.)

## Consultancy policy of Vidyasagar University:

Consultancy is the provision of services to external clients and it is based primarily on skills and expertise of a staff member. This can be by offering specialist opinion, by advising on technical issues or by solving problems. In this connection, Vidyasagar University framed a revised policy guideline which is given below. The purpose of this policy document is to set out the principles and procedures governing Consultancy undertaken by Staff Members of the University.

1. Staff Members of the University are encouraged to undertake University Supported Consultancy and other similar work provided it does not conflict with the interests of the University.
2. **University Supported Consultancy:**
  - (i) University Supported Consultancy is the Consultancy provided through a contract entered into by the University with an external client, in which the Consultancy will be performed by a Staff Member within his or her area of academic, research or administrative expertise. This Consultancy is supported by the University and may involve the use of University resources, such as laboratories, intellectual property and other resources.
  - (ii) A maximum of 30 days per year (during university working days) may be devoted to University supported Consultancy. Any leave taken for travel outside the university during these days for work related to consultancy shall be treated as "duty leave".
  - (iii) The total consultancy fees should reflect a fair return to the member of staff and the University for resources used directly. After the deduction of all direct costs, the standard division of consultancy fee income is as follows:  
Individual member of staff (consultant): 70% ▪ University: 30%
3. **Private Consultancy:**
  - (i) Private Consultancy means Consultancy undertaken in the personal and private capacity of Staff Members in their own time, with no use of the University's resources, no use of the University's name or logo, and no liability on the University. It is undertaken in an area outside of the academic, research or administrative expertise of the Staff Member for which he or she is employed by the University.

- (ii) All Private Consultancies must be reported to, and recommended by the University authority.
- (iii) Private consultancy shall be performed by the staff member only in his/her own time. No leave shall be given by the University to a staff member for performing private consultancy.

**(3) Intellectual Property:**

Any intellectual property including copyright generated in the course of a University consultancy or other outside work (except in the course of a private consultancy), created specifically in the course of creating a report for the external client, must belong to the University.

**(4) Implementation and Procedures:**

The responsibility for the implementation of this Policy shall lie with the University authority and University have wide authority and discretion, within the confines of the University's Act, Ordinances, Regulations, other provisions, this Policy, any procedures established by the Finance Committee, and any directions given by or on behalf of the Vice-Chancellor to adopt administrative processes, guidance, forms and interpretations necessary to effectively implement this Policy and any procedures endorsed.