



CONSULTANCY POLICY

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RNB GLOBAL UNIVERSITY

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INTRODUCTION

The purpose of Consultancy Policy is to encourage academic, industry and research interaction and to persuade and facilitate faculty to provide knowledge inputs required by industry, other academic / research organizations. Consultancy is well recognized as an effective way for RNB Global University to circulate knowledge and make an early and direct impact on society. However, the balance between consultancy and the conventional roles of the academic staff desires to be managed and the wellbeing of the University must be protected. This Policy provides requirements for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the RNBGU's strategic and operational objectives.

PURPOSE

This policy is planned to provide a clear outline for those university staff engaged in, or who wish to engage in, "University Consultancy".

DEFINITIONS

RNBGU Consultancy is a professional work by nature, which is undertaken by University faculty members in their field of proficiency, for clients outside the University.

Consultancy is different from research in that it does not have as its major purpose the generation of new knowledge. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. RNBGU Consultancy is the contractual relationship between the client and the University and not the Individual Consultant.

Consultancy does not include activities undertaken on behalf of the University and covered elsewhere in contracts of employment, such as:

- Research
- Teaching
- Other activities defined as a Job' description defined in the roles of faculty members.

APPROVAL OF CONSULTANCY ACTIVITY

Approval must be required for all consultancy work, prior to carrying out the work whether during normal hours of work or not. The decision process for whether an individual faculty member is permitted to undertake the work of consultancy is to be taken at the University level. All consultancy proposals should be addressed to the Dean-Research. All University approved Consultancies are required to be approved and to be managed in accordance with the University Policy, associated documents, and other University policies. Applications to conduct Consultancy are required to be approved through Dean-Research ONLY.



The proposal should include details of
the organization seeking the consultancy service
(ii) the nature of consultancy work
the institutional resources that would be utilized / required for the consultancy service
the volume of work involved in man hours per week.

The Dean-Research will make the decision to accept or decline the proposal. Faculties wishing to consult should seek consent from the Registrar, who in their own cases should seek consent from Dean-Research and University President.

All consultancies undertaken by Faculty members are governed by the following guiding principles:

- There should be demonstrable benefit to the University from the consultancy through enhanced reputation, and/or expanding the expertise of the University faculty.
- The Consultancy must not be in conflict with University policies including those governing employment; such as the Code of Conduct Policy.
- The Consultancy must not be in conflict with the functions, objectives or interests of the University or damage the University's reputation.
- Staff members shall not undertake external consultancy activities where no formal proposal offer has been authorized by the University, approved by the Dean-Research concerned.
- Faculty may not use their RNBGU affiliation or academic title when providing research services that are not approved by the University.
- The carrying out of tasks associated with the Consultancy will be accomplished without unduly affecting the duties of the position;
- University facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfill the requirements of the Consultancy
- University should not directly or indirectly get associated with activities which are likely to be perceived internally or externally as unethical or inappropriate
- Failure to disclose or obtain formal approval for consultancy as required by this policy shall be regarded as a disciplinary matter



FACULTY ENTITLEMENTS

The University allows staff to engage in Research and Non-research Consultancies provided they do not interfere with the discharge of their duties. Consultancies shall be undertaken only with the approval of the designated Dean-Research. Nothing is placed on earnings. However there is a limit on the time spent on Consultancy.

Faculties may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Alterations to this time commitment require the approval by the Dean-Research concerned. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

DEAN-Research must obtain written permission from the President to undertake Consultancies.

COST OF CONSULTANCY PROJECT

While working out the cost of consultancy project the following be taken into consideration:

- Intellectual fee.
- Other fees/ charges to be borne by the client shall be as per the agreement.
- Sharing of Consultancy Fee -

Out of the total fees, share of the University will be 40% and concerned faculty hired as consultant share would be 60%

EXEMPTIONS AND VARIATIONS

Exemptions to the above and alterations to the standard overhead charge must be determined at the time of application, explicitly noted on the Consultancy Application coversheet, and approved by the Dean-Research.

CONSULTANCIES WITH OTHER UNIVERSITY / INSTITUTIONS

Faculty members of the University should not accept regular Consultancies with other University / institutions without first obtaining the permission of the Dean-Research.

CONFIDENTIALITY & INTELLECTUAL PROPERTY RIGHTS

The research and knowledge generation activities staff and students (if involved) undertake for the University during consulting activities is done collaboratively by an external organization. This will on the whole mean there are obligations in respect of any Intellectual Property generated and third party confidential information exchanged in such projects. It



is recommended that a mutual understanding be understood between the consultant and consulting parties explicitly stating the terms and conditions regarding confidentiality and intellectual property rights. Each staff member must be responsible for familiarizing themselves with the terms of any such understanding relating to projects they are involved in and should respect the confidentiality of information belonging to third parties.

Faculty looking for to undertake consultancy should be careful to consider existing obligations to third parties (including those obligations entered into by their colleagues or other members of the University) and not do anything which might put the University in breach of its obligations to them. In particular faculty should be careful not to use confidential information of a third party without their written consent and not use any Intellectual Property unless they are confident there are no constraints on the University's use of the same.

DISPUTE RESOLUTION

Commitment towards consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Dean-Research 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. The clause regarding dispute resolution should be built in the Proposal letter, prior to be entered with the party while undertaking Consultancy project. In case of any dispute remaining unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the RNBGU University.



ANNEXURE

CONSULTING PROJECT APPROVAL FORM

1. Name and Address of the Organization / Industry
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2. Nature of work to be undertaken
3. Probable duration of Consultancy
4. Name of Principle Consultant
5. Name of Other Consultant(s) (if any)
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6. Recommendations of Registrar

I recommend to the work outlined above being undertaken. Alternate arrangement during his non-availability has been made and the assignment would be in the interest of University.

Registrar

Approval:

Dean-Research

