



ABHILASHI UNIVERSITY

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Consultancy Policy

Preamble

Consultancy is an important channel for knowledge and expertise to flow from universities to businesses and other external agencies, and it can contribute to the growth, development, and productive relationships between these societal components. Consultancy activity at the Abhilashi University may be linked to contractual relationships, such as research, service contracts, and so on, with government and non-government organizations in exchange for a fee. As a result, the university encourages its faculty and staff to engage in consultancy whenever appropriate and in accordance with their service agreement with the university.

Purpose

This policy document is intended to establish the standards for carrying out consultancy work and facilitating it in accordance with the University's rules and procedures.

Definitions and Scope

Consultancy is professional work done by university members in their field of expertise for clients outside the institution in exchange for a financial return. Consultancy will result in some form of contracted output, which may be owned in part or entirely by the client. It will be governed by short-term contracts and will use as few university resources as possible. It would be an additional management responsibility for the university, as well as additional work for existing university personnel. As a result, the university will charge a fee in addition to the consultancy fee from the university member who is engaged in consultancy.

Consultation for organizations owned by a faculty or staff member or an organization in which a faculty or staff member may have an interest or stake is also covered by this policy document.

Exclusions

This consultancy policy does not apply to activities aimed at advancing scholarship, disseminating knowledge, or raising the intellectual level of society. Examples of such activities include:

- External examinership
- Lectures and conference presentations
- Editorship of academic journals or the publication of academic articles
- Royalties from authorship and publication of books
- Professional arts performances
- Charitable services
- Any other as decided by the Vice Chancellor

Duration of Consultancy

- The total time invested in consultancy activity must be less than that which is equivalent to 30 working days per academic year.
- The duration of any consultancy activity will be limited to that mentioned in the approved agreement.
- Any extension of consultancy work would require prior permission of the Vice Chancellor.

Approval of Consultancy Activity

No employee will be engaged in any type of consultancy without the prior approval from the University. All consultancy proposals must be submitted to the Vice Chancellor via the proper channel for prior approval, and the Vice Chancellor will have the authority to accept or decline the proposal.

Conflict of Interest

- Participation in consultancies must not result in a perceived or actual conflict of interest.
- If there is a conflict of interest, it must be immediately reported to the Vice Chancellor.
- A conflict of interest exists when an employee engages in consulting at the expense of the university's interests, as defined by the Vice Chancellor.

Income Distribution

- If the university incurs a cost for allowing the consultancy, the university will deduct it from the gross income from the consultancy before splitting the net income between the



consultancy provider and the university.

- The university member/department providing consultancy would be entitled to retain 50% of the share, while the university would retain 50% of the net income.
- If the gross income from a consultancy work falls below a certain threshold in any fiscal year, the university may reduce/forego its portion, with residual income retained by the consultancy provider. The university will notify you of this amount, which may be revised at any time.
- Any individual's income from consulting will be taxable under the rules of the Government of India.
- All financial transactions pertaining to consultancy will be conducted cashless via bank transfer to/from the appropriate university account. The university will make the appropriate payment to the consultant provider in accordance with the rules.

Code of Conduct

- The employee's conduct during the consultancy must be consistent with the university's prestige and reputation; and the university reserves the right to take disciplinary action against its employee for any misconduct during the consultancy.
- The university must have original copies of all documents related to all consultancy services performed by its employees to allow appropriate processing for financial accounting and audit purposes.
- Clients receiving consultancy services would not be permitted to use the university's name, logo, or other identifying marks in any way without prior permission from the Vice Chancellor.

Dispute Redressal and Resolution

All cases of ambiguity, subjectivity in interpretation, or lack of clarity on any issue must be reported to the Vice Chancellor, whose decision is final and binding. The Vice Chancellor may, at any time, request that this policy document be amended or revised as deemed appropriate. Any violation of the foregoing policy will be dealt with in accordance with university policy.

REGISTRAR
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12/21