



**स्वामी राम हिमालयन विश्वविद्यालय**  
**Swami Rama Himalayan University**

## **POLICY FOR CONSULTANCY SERVICES**

Approved by the Board of Governors in its 27<sup>th</sup> Meeting held on  
16<sup>th</sup> April, 2022

**Swami Rama Himalayan University**

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

# SWAMI RAMA HIMALAYAN UNIVERSITY

## Policy for Consultancy Services

1. **Title:** This Policy shall be called as 'Policy for Consultancy Services'.
2. This Policy shall come into force from the date of approval of Board of Governors.
3. This Policy shall be applicable to all the constituent colleges/schools and departments of the University.
4. This Policy aims to encourage teaching & non-teaching staff to engage in consultancy in the areas of expertise available with the University and which augments excellence in teaching & research, promotes academia-industry interaction and to generate revenue. It also aims to lay down norms for undertaking consultancy activities by teaching & non-teaching staff and its execution, ensuring consistency with the objectives of the University.
5. Consultancy services in the areas of expertise available in the University shall be of professional nature offered to industries, service sector and government & non-government agencies/institutions, including national & international agencies/institutions but excludes political & religious agencies, in lieu of a fee.
6. Academic activities undertaken outside the University which are of routine nature, i.e. thesis adjudication, question paper setting, examination, editorial & reviewer, invited lectures/training programmes, expert committee meetings etc., shall not be covered under this Policy.
7. Classification of consultancy services shall be as follows:
  - 7.1 Individual consultancy wherein teaching/non-teaching staff member brings the consultancy project to the University on his personal initiative.
  - 7.2 Institutional consultancy received by the University on its own.
8. Consultancy services shall be categorized as follows:
  - 8.1 Projects which are expertise intensive, based on the expertise of the consultant and does not require usage of University infrastructure & resources.
  - 8.2 Projects which are both expertise intensive and infrastructure intensive involving usage of University infrastructure & resources.

  
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9. All the proposals for consultancy shall have to be submitted to the University through proper channel for onward submission to the Competent Authority designated by the University from time to time, who will have the right to decide to approve or decline the proposal.
10. The University shall have the discretion to depute any individual teaching/non-teaching staff member alone or a group of teaching/non-teaching staff member on a per project basis, for offering consultancy services. If required, services of the students may be taken without compromising with their academic commitments.
11. Each consultancy Project shall have to be completed within the pre-defined duration except for exceptional circumstances which may demand extension of the Project.
12. Each consultancy Project shall be subject to the pre-decided written terms & conditions on a per project basis.
13. Consultancy Projects involving condition of non-disclosure and generation of Intellectual Property, if any, during the execution of Projects shall be governed by the pre-decided written terms & conditions.
14. Payments of all consultancy Projects shall be received in the bank account of the University irrespective of the bank whether it is individual consultancy project obtained on personal initiative or institutional consultancy received by the University.
15. Consultancy services being additional management responsibility for the University involving extra work for teaching/non-teaching staff member, the University shall share the revenue generated out of the Project, with the teaching/non-teaching staff member who is engaged in the Project.
16. Revenue sharing:
  - 16.1 Cost incurred by the University on a consultancy Project shall be deducted by the University from gross income generated from consultancy on a Project, prior to splitting the net income between the consultancy provider and the University.
  - 16.2 The ratio of revenue sharing between the University and the consultancy provider shall be as decided by the University from time-to-time.
17. The Individuals engaged in consultancy services shall ensure that this additional work does not affect their normal working.



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18. Once a consultancy Project is completed, preferably original copies of all the documents related to the Project should be submitted by the designated consultant to the University through proper channel. Finance related documents, in original, of the Project shall be processed by the University for onward submission to the Finance Department for financial accounting and audit purpose.
19. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any or all provisions mentioned herein above in this Policy without any notice.
20. Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/advice of a Committee constituted by the Vice Chancellor. The decision of the Vice-Chancellor shall be final and binding.

  
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