

3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy.

Response:

Institution has a policy in the form of Rules on consultancy including revenue sharing between the institution and the individual Consultancy policy under Centre for Development Studies. In order to tap the applied knowledge, talent of the innovative teachers and researchers and to make use of their knowledge for society and industry, consultancy activity by the faculty is the need of the day. The institute, with its mission, promotes practice of consultancy by formulated a policy towards sharing the revenue generated out of this activity. The consultancy policy document of the institute covers all aspects of consultancy. The institute aims to adopt the best practice of availing the consultancy with intention of social obligation. The institute recognizes that consultancy work and external activity undertaken by the faculty forms a core and valuable part of its function as a liberal and society centred activity. It also encourages the faculty to generate revenue out of this activity from R & D units of industries seeking it and also permits to share the revenue between institution and individual wherever possible and applicable. This policy is projected to provide a flourished framework for faculty and staff engaged in, or who wish to engage in, consultancy, either through an institutional consultancy using infrastructure of institute, a direct relation between external agency seeking consultancy and the institute wherein institution is responsible for undertaking the task or personal consultancy without using infrastructure of institute and having no direct relation between external agency and the institute wherein institution is not responsible for the task undertaken but the individual involved in consultancy is responsible. The consultant faculty has to meet the terms of this policy as **laid down in the university rules** like prior permission and approval to be taken by the individual consultant from the institute's approver before signing this consultancy document and any attempt to violate this is a serious matter which may result in penal action by the consultancy approval committee and head of the institution. The revenue sharing is 40:60 between the institution and individual.

Rules relating to Implementation of Consultancy Projects/Schemes/ Services by the University of North Bengal

1. These Rules shall be called the Rules relating to implementation of consultancy projects/schemes/services by the University of North Bengal.
2. These Rules shall apply to implementation of consultancy projects/schemes /services which may be offered to the University of North Bengal by any Government Department/Non-Government Organisation or Autonomous Body/NGO with a clear commitment to provide the entire financial support to the University as may be required.
3. The projects /schemes/services shall be accepted and carried out under either of the following modes:-
 - i. Implementation by the Centre for Development Studies (CDS) of the University with participation of staff of the University (Teachers / Officers / Non-teaching employees) having the required expertise or by any Department/Centre in the University.
 - ii. Implementation by any individual posted in a Department / Centre or a group of staff posted in separate Departments / Centres of the University having the required expertise.
4. The University shall allow the CDS/other Department/Centre and also individual staff/group of staff of the University to submit proposals for executing consultancy projects/schemes/services and to negotiate with the sponsors/funding agencies on relevant issues subject to rules of the University. Every such proposal shall include all essential items of expenditure including non-recurring/recurring items and consultancy fee payable to the University.
5. On approval of proposals as mentioned under sl. no. 3 by the funding agencies, the Executive Council shall consider granting permission to the CDS / Department / Centre / Investigator / Investigators to undertake the consultancy project / scheme / service for implementation. It shall be the liability of the executing team/investigator(s) to complete the job as per terms & conditions of the work order and to submit the report within the agreed time limit.
6. The fund available from the sponsor/agency shall be credited to the University fund. Advances, as may be necessary, shall be released to the authorized official of the CDS / Departments / Centres / Investigator/Investigators.
7. The University shall allow the use of available infrastructure of the CDS/ Departments/Centres for execution of the work order. However, consumable items of the CDS/Departments/Centres shall not be allowed to be used. Expenditure for all such consumable items shall be borne out of the project/scheme fund.
8. The consultancy fee, as granted by the funding agency being an integral part of the proposal, shall be shared between the University and the Investigator(s) in the ratio of 40:60. The share of consultancy (60%) shall be distributed among the group of Investigators on pro-rata basis, provided that a Principal Investigator, if any, shall be allowed additional share as may be decided by the executing group, but not exceeding 20%.
9. The consultancy fee, as mentioned under sl.No.8. shall be released to the concerned persons only after submission of the final technical report and its acceptance by the funding agency and release of fund by the funding agency subject to approval of the Vice-Chancellor.
10. For routine services likes analysis of specimens/cartographic/survey jobs data transfer, the rates of consultancy fee shall be fixed as approved by the Executive Council and the sharing shall be in terms of Clause 8.

11. Every such consultancy project/scheme/services shall be undertaken only after execution of an Agreement between the University (represented by the Registrar) and the funding agency (represented by its authorized official), subject to approval by the Executive Council. Terms & Conditions of implementation of the projects/schemes/services shall be prescribed clearly in the said Agreement.
12. Members of staff of the University who might be involved in implementation of the projects/schemes/services shall ordinarily be allowed to devote working hours for such work not exceeding 1/3rd of the total hours of duty in the University on each working day.
13. The Executive Council may deem it fit to prescribe other terms & conditions in respect of implementation of consultancy projects/schemes/services, whenever necessary.
14. The Vice-Chancellor may take necessary action in case of infringement of any provision of the Act/Statutes/Ordinances of the University.

(Effective from 16.12.04)

Authenticated.



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