

CONSULTANCY POLICY



(Amended)

SWAMI VIVEKANAND SUBHARTI UNIVERSITY
MEERUT

The Amendment / Updating of Consultancy Policy

1. Introduction

A consultancy policy was made to motivate the faculty members and other staff members and to support them to undertake research and consultancy projects with any organization to develop and enhance the research based knowledge and experience. With passage of time, it has been realized that amendments need to be done to make the policy more effective and clear and suit the present working scenario.

2. Opportunities in consultancy Services- Not amended. To be as it was in 2017 policy.

3. Consultancy Projects Categories- Not amended. To be continued as it was in 2017 policy.

4. Eligibility for Undertaking Constancy - Not amended. To be continued as it was in 2017 policy.

5. General Consultancy Rules – Amended.

- i. A faculty/staff member will be allowed to take leave as per their requirement for consultancy work. However the nature of leave will remain CL/EL/LWP as may be applicable.
- ii. Examinations, lectures, selection committees and other professional work of the faculty/staff members should not be affected during the consultancy work.
- iii. NO Daily Allowance (D.A) / Travelling Allowance (T.A) will be paid to the faculty assigned for the work.
- iv. In case transport is provided by the University charges will be paid by the faculty.
- v. All other rules shall remain as they were in the main policy implemented in 2017

6. Distribution of Consultancy Fees– (Amended) Clause no. 6 of the Previous

Policy stands deleted and the following shall be implemented in place of that with immediate effect from the date of this amendment policy.

- i. The breakup of the consultancy charges is for the internal administrative use of the University.
- ii. Before splitting the net income between the University and the consultant, the University will deduct any cost incurred by the University before allowing the consultancy.
- iii. **Bill & Payment-** Bill will be issued by SVSU and payment will be received by the University.
- iv. The distribution of income after deduction of expenses will be as provided in the chart produced herein below;

Option	Type	SVSU Share	Consultant Share
1	If work is done while working and support taken from other staff; during the working hours.	75% share be of the University.	15% shall be of the Consultant and 10% shall be shared amongst support staff.
2	If work is done while working without any support; during the working hours.	75% share shall be of the University.	25% shall be of the Consultant.
3	If work is done after the University working hours/holidays/after taking leaves.	30% share be of the University	70% share be of the Consultant.

- v. Any income of any individual via consultancy services shall be taxable as per Government of India rules.

vi. All the transactions related to consultancy shall be either through cheques or through bank transfer to or from the University bank account.

7. Process under Consultancy - Not amended. To be read as it was in 2017 policy.

8. Penalty : New clause added.

- i. In case any faculty/staff member undertakes consultancy work without any approval and some is found late, penalty of 75% of the fee received shall be imposed along with a warning letter. In case fee could not be calculated, 50% of the salary of last three months shall be charged.
- ii. This clause shall not be applicable if permission of Vice Chancellor is taken at any stage.

9. Award : New clause added.

Any person who informs such activities of any faculty/staff member shall be rewarded with 20% of the penalty collected by the University.

10. Duration : - New clause added.

In principle, the total time spent on consultancy services shall not be more than 30 days during an academic year.

The duration of the consultancy will be limited to the time mentioned in the agreement.



Registrar

