



SANTOSH

Deemed to be University
(Established u/s 3 of the UGC Act, 1956)

**EXTRACT OF MINUTES OF THE 39th ACADEMIC COUNCIL HELD ON
07.08.2020, SANTOSH MEDICAL COLLEGE, GHAZIABAD, NCR DELHI.**

ITEM: 3

C. TO CONSIDER FRAMING OF GUIDELINES FOR CONSULTANCY POLICY - SANTOSH DEEMED TO BE UNIVERSITY.

The members of the Academic Council after consideration the **minutes/recommendations** of the **Board of Studies** for **Framing of Guidelines For Consultancy Policy and approved** the same as under:

- 1.** That the "**Consultancy Services**" i.e. the application of existing knowledge, expertise and skills to offer services to third parties on contract basis including external appointments and teaching commitments undertaken.
- 2.** That the "**Private Consultancy Services**" i.e. Consultancy Services undertaken in strictly personal and private capacity of the consultant, without involving any direct or indirect use of the University's resources, name, logo, professional indemnification insurance coverage, and with no liability to the University subject to the following terms and conditions:
 - The Private University confirming that Consultancy Services can be undertaken without harming the faculty member's academic, research or administrative duties, and that the services will not adversely affect the workload of other faculty members.
 - The services do not fall within the academic, research or administrative expertise of the faculty Member for which he or she is employed or engaged by the University, unless the Vice Chancellor has given prior approval for such services to be provided.
 - University resources, such as laboratories, meeting rooms, IT equipment, software, databases or email, will not be used for the purpose of providing Private Consultancy Services.

- The faculty member assumes full legal and financial responsibility for the services proposed to be provided, including insurance requirements (if any), all tax and similar payments due on his or her earnings, and any insurance requirements. The University will not provide professional insurance or any other insurance for any Private Consultancy Services.
- The prohibitions expressed in this clause and the provisions under which Private Consultancy Services may be performed are essential to protect the University from potential liability, to protect the University's Intellectual Property, and to ensure compliance with University's policies governing conflicts of interest. Accordingly, any Violation of above clause shall be grounds for a disciplinary action against the concerned faculty member.

3. That the "**University Authorized Consultancy**" i.e. Consultancy Services provided pursuant to a contract entered into by the University in which Consultancy Services are provided by a faculty member within his or her area of academic, research or administrative expertise. Such Consultancy Services shall be authorized by the University and may involve the use of University resources, such as professional indemnification insurance, intellectual property ("**IP**") and other resources. The procedure for the same is as under:

- a. University Authorized Consultancy Services are only permitted in relation to services where the work involved as the service provider is distinct from any project or other assignment undertaken by a faculty member for or on behalf of the University.
- b. A faculty member will only agree to provide University Authorized Consultancy Services with the written consent of the University and in accordance with terms and conditions approved by the University.
- c. The University may approve provision of Consultancy Services by a faculty member only if such services can be undertaken without harm to the faculty member's academic, research or administrative duties, and if the services will not adversely affect the workload of other faculty members.
- d. The maximum days that may be devoted by a faculty member towards University Authorized Consultancy Services shall be 20 (twenty) days per annum or such additional days as may be approved by way of a special permission obtained from the University.

- e. The Dean Research's recommendation and Vice-Chancellor's approval will be required for offering any University Authorized Consultancy Services to ensure compliance with cost recovery guidelines, protection of the University's IP, and the appropriateness of contractual terms including those relating to liability and IP of the University.
- f. Charges for the use of University resources for providing University Authorized Consultancy Services will normally be based on the full cost of resources involved, as determined by the IPR Cell and agreed in writing by the faculty member and the University.
- g. The Vice-Chancellor may, in his / her discretion, decline to offer University's support for any Consultancy Services, but allow the faculty member to provide Private Consultancy Services.
- h. Unless justified and recorded in writing, University Authorized Consultancy Services will not be allowed in the following circumstances:
 - When the Consultancy Services are towards supporting projects, including research projects, being carried out by the University; or
 - When provision of such Consultancy Services would contractually preclude the University or its faculty members from engaging in other research or other Consultancy Services.
- i. All faculty members shall annually declare, in writing, the number of days spent by them on University Authorized Consultancy Services, and comply with all relevant University policies governing conflicts of interest or intellectual property.

4. COMPENSATION FOR UNIVERSITY AUTHORIZED CONSULTANCY SERVICES

Any income, fees or compensation received pursuant to University Authorized Consultancy Services shall be allocated in the following manner:

- a. The faculty member providing Consultancy services that are involving University resources will receive 30 (thirty) percent and remaining 70 (seventy) percent shall be utilized towards other expenses incurred like illustration purposes, procurement costs, payments to sub-contractors, leasing of supplied, consumables, bench fees etc., by the University.
- b. The faculty members providing Consultancy services that are not involving University resources shall receive 70 (seventy) percent as

Consultancy Fee and the remaining 30 (thirty) percent shall be for the University for authorizing the services.

5. It is stated that "**Other Services**" i.e. any ancillary and occasional use of a faculty member's academic expertise and knowledge in a manner, and includes guest lecturing, serving on scientific advisory boards, research councils and / or other professional associations, etc. shall **NOT** be covered under this policy.

6. APPLICATION FOR UNIVERSITY AUTHORIZATION OF CONSULTANCY SERVICES

The faculty members shall apply for consideration of above Consultancy Services to the Dean Research. The Dean Research after consideration of such requests shall submit to the Vice-Chancellor with his / her comments for further necessary action.

Sd/-
[Dr. V. P. Gupta]
Registrar & Member Secretary
Santosh Deemed to be University,
Ghaziabad

Sd/-
[Dr. Tripta S Bhagat]
Vice Chancellor
Santosh Deemed to be University,
Ghaziabad
