



## **BLDE (Deemed to be University)**

### **CONSULTANCY POLICY**

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## **1. Introduction:**

- 1.1** The importance of the staff of the Institution/University undertaking consultancy works from outside organizations or individuals is recognized by the University. The consultancy work is an important link for the development of productive and growing relationship between University and outside organizations. Consultancy activity with the BLDE University is associated with other contractual relationships, including agreement for services, research etc., It is therefore, the University policy to encourage the staff to engage in consultancy services wherever suitable and in a manner that is consistent with contractual responsibilities.
- 1.2.** This Policy is intended to provide the information required to undertake consultancy work in accordance with the University's approved procedures.
- 1.3.** University staff members should also be aware of its financial and legal regulations.

## **2. Definition and Scope of the Policy:**

**Consultancy:** The University utilizes a broad definition of what constitutes consultancy. It's necessary elements are:

- 2.1.1.** Consultancy is work of professional nature, undertaken by University staff in the field of their expertise for the clients outside the Institution for which some financial return is provided.
- 2.1.2.** Unlike research its prime purpose is not the generation of new knowledge.
- 2.1.3.** Consultancy will provide some form of contracted output which may be partly or wholly owned by the client.
- 2.1.4.** The University normally does not have freedom of publication of the results of consultancy.

**2.1.5.** It is governed by short term contracts making minimal use of University Resources and involves extra work for existing staff rather than the employment of new staff.

**2.2.** Consultancy for the Institutions/ Organizations owned by the University or in which a member of staff may have an interest are also included within the scope of this policy. Staffs are advised to ensure that they comply with the University's no conflict of interest policy (Included in SOP) while undertaking the work for such Institutions/Organizations.

**2.3.** Excluded from the above definitions: This policy does not apply to those activities, paid or unpaid, which are helping forward for the scholarship or general dissemination of knowledge, such as:

**2.3.1.** Authorship of royalties from the publication of the books.

**2.3.2.** Service on public sector or charitable committees.

**2.3.3.** External examiner duties.

**2.3.4.** Educational tours and conference presentations or attendance.

**2.3.5.** Editorship of academic journals or the publication of academic articles.

**2.3.6.** Research and consultancy activity funded from University's internal resources.

**2.4.** Staff should seek advice from the Head of Institution if they are unclear about whether their proposed work constitutes consultancy. The Dean (R&D) will provide necessary help to the Head of the Institution in reaching a decision about the nature of a particular work, but final decision should be with Vice-Chancellor of the University.

### **3. Permitted level of consultancy:**

**3.1** The policy focuses on contracts related to research and consultancy activities. eg:

Collaborations, services, grants, joint ventures, Clinical trials, etc. However, other related contracts such as confidentiality agreements, licenses, exchange of biological material and

facilities access agreements should also be processed through Research and Development.

**3.2.** The staff of the Institution/ University is permitted to undertake up to 30 working days of consultancy activity per academic year with approval of Head of the Institution.

#### **4. University Authority and arrangements:**

**4.1.** All consultancy services must be approved by the Vice-Chancellor or Dean or Sub delegated authority subject to the provisions of consultancy documents.

**4.2.** Provision of the services by the University subject to following conditions-

- Criteria set out in BLDE ( Deemed to be University)'s policies on consultancy, financial and legal liabilities, health- safety and ethical conduct must meet with wherever this is appropriate.
- Consultancy services are fully charged according to the best University consultancy policy.
- For consultancies, the principal investigator/project coordinator/co-investigator will be paid (60%) of the incentives payable to him/her and balance (40%) shall be retained with parent Institution.
- The maximum limit for any faculty shall be Rs.15 Lakhs per year.

Of the 40% retained by the Institution, 60% shall be credited to the department's account maintained by the Head of the Institution and remaining 50% shall be added to the Institutional corpus or any staff development work *(to be finalized by the Registrar in constitution with the Vice-Chancellor of the University).*

#### **5. Invoicing and Opening of Consultancy Account:**

**5.1.** Consultancy accounts can be opened by the authorization from Vice-Chancellor.

**5.2** Those with sub delegated authority can open consultancy accounts provided all relevant information is made available.

## **6. Contractual requirements:**

**6.1.** The BLDE ( Deemed to be University) is liable for the actions of its employers during work related consultancy even if the actions or activities are not covered by an agreement involving the University. The University, therefore, strictly prohibits staff from entering into work related consultancy arrangements with outside agencies without approval from Head of the Institution.

**6.2.** Staff involved in non-work related consultancy must not use the BLDE University's name to endorse this activity without prior written approval from the Head of Institution and Dean (Research & Development).

**6.3. Terms and Conditions-** The University has adopted standard contract terms and conditions and recommends that these are used.

- The Head of the Institute can authorize and can temporarily stop any work that is undertaken under the University's standard term.
- A copy of the finalized contract must be forwarded to the Dean (Research & Development) office together with signed financial disclosure/agreement.
- The Office of the Dean (Research & Development) will keep a record of the information on a consultancy project and arrange for the appropriate information to be sent to finance office to enable invoice(s) to be raised.
- The office of the Dean (Research & Development) must be involved in the correct negotiations and will advice the Head of the Institution on key issues arising from the terms of the contract where these issues are considered problematic.
- Approval of the Head of Institute will be sought prior to final discontinuation of work by an authorized individual from R & D office.
- A fully signed financial disclosure/arrangement must be available.
- Staff is recommended to involve the R & D office in the processing of consultancy as early as possible so that any issues with the contract can be highlighted and where possible either resolved or mitigated.

**7. Approval authority:** Vice-Chancellor.

All the consultancy activities must have final approval from Vice-Chancellor.

**8. Details of the dates of approval:**

**8.1** Policy approval date:

**8.2.** Policy effect from:

**9. Recording activity:**

**9.1.** All staffs are required to record their consultancy activity with the office of Dean (R&D).

**9.2.** Original copies of the contracts and Finance disclosure must be forwarded to the office of Dean (R & D) for the University records and for processing by the finance office.

**10. Contact Details:**

**11. Tax & National Insurance:**

Finance office will help both employer & employees for statutory deduction of income tax and National Insurance based upon total amount included in the proposal. The staff will receive the net amount.