

## Consultancy Policy

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## Consultancy Policy

As approved by the competent authority and in suppression of the consultancy policy earlier in force, the following Consultancy Policy is issued to be effective for the session 2019-20 and onwards till further notice.

### 1.1 Objective

To encourage faculty/staff members to take up consultancy work that generates revenue.

### 1.2 Definition

The University uses a broad definition of what constitutes consultancy.

Its essential features are:

Consultancy is a professional work undertaken by faculty/staff member of University in their field of expertise, for clients outside the institution, for which some financial return is provided. It may result in generation of new knowledge but it is not the prime purpose.

It tends to be governed by short-term contracts and makes minimal use of University resources.

### 1.3 Scope

For the purposes of this policy, there are two forms of consultancy:

**University consultancy:** Consultancy activities that are paid for through University/Faculty/School/Department accounts are defined as University consultancy. Individual faculty members who secure consultancy through association with the University; who make use of University time, manpower, equipment or premises; are engaging in University consultancy.

**Private Consultancy:** Services that do not rely on or use University resources, have not been secured through connection with the University, and whose payments do not pass through University accounts are categorized as private consultancy. To avoid conflicts of interest and minimise financial, legal & loss of credibility risks to the University, **private consultancy is not allowed.**

This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:

- (i) External examiner duties
- (ii) Guest lectures delivered in industry or other institutions
- (iii) Consultancy/training activities internal to the University
- (iv) Authorship of, or royalties from, the publication of book
- (v) Editorship of academic journals or the publication of academic articles
- (vi) Conferences and seminars to disseminate research findings

### 1.4 Eligibility

All full time faculty/staff members are eligible to take up consultancy work with prior approval of the competent authorities. Such faculty/staff members will be referred to as consultants.

### 1.5 Conflict of Interest

Consultants shall disclose to the university in writing, the existence of

- (i) Any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives or
- (ii) Any scope for potential disproportionate self-gain.

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University will review such cases and decide appropriately, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.

Consultants may not use the university name or the fact that they are affiliated with the university, in a manner that

- (i) Suggests that the university approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or
- (ii) Suggests that the university has performed research or issued research findings when it has not done so, or misleadingly states the results of university research or
- (iii) May be interpreted to communicate the official position of the university on any issue of public interest.

## 1.6 Consultancy Rules

1. The time spent on consultancy and related assignments shall be limited and maximum permissible duty leaves and maximum permissible TA/DA as per project worth is mentioned in table below.:

S.No	Project Worth in INR	Max. Permissible Duty leaves	Max. Permissible TA/DA of project worth
1	<=25000	2	10%
2	25,001 to 50000	3	10%
3	>50000 to 1 lakh	4	8%
4	More than 1 lakh	6	7%
5	More than 5 lakh	7	6%
6	More than 10 lakh	8	5%

The consultant is expected to fill up the number of duty leaves required for the purpose of the said consultancy in the proposal form itself.

Such duty leave requests should be made would be subjected to approval as per the university policy.

2. Consultancy assignments may be taken up and implemented, within the constraints that they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
3. Faculty can take the help of Students to assist them on consultancy projects. Such work by students may be duly rewarded.
4. Consultancy should lead to value addition for the client, faculty/staff and students.

## 1.7 Incentive and Income Sharing:

1. If the university incurs a cost for allowing the consultancy, then it will be deducted by the university from the gross income of the consultancy before spitting the net income between the consultant/faculty/department and the university.
2. The university is entitled to retain its share of the of the consultancy fee as per the type of the project.

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3. Share of consultant/faculty/department will be disbursed as per the project term and conditions.
4. Duty leave will be given to the faculty involved in the consultancy projects as per university policy.
5. All full time/Part time faculty members would be eligible for the incentives and consultancy income sharing.

## **1.8 Process of Undertaking a Consultancy**

- The external party wanting to assign consultancy work will apply for the same through a letter signed by the competent authority or through the application form available at university website.
- The University reserves the right to accept, reject or amend the proposal.
- The University does not take responsibility nor make any assurance/warranties as to effectiveness/output of consultancy/project work and shall not be held liable for any action taken by client on the basis of the same or otherwise under any circumstances.
- All the intellectual property rights etc. of any/all consultancy/research project work etc. related to this proposal shall be owned by LPU at all the times without any claim/objections of/from the client.
- The client shall ensure to provide requisite information and depute the concerned staff/representative as required for discussion or otherwise for the purpose of the project as and when asked by the university.
- The consultancy project will be allocated to the concerned by the competent authority through the allotment note.

## **1.9 Recording, Monitoring & Evaluating**

- The consultant is required to maintain proper records relating to the progress of their consultancy activity with respect to interventions suggested.
- Original copies of the Consultancy Proposal Form, Letter of agreement/contract must be submitted University.
- All payments made to the stakeholders will be properly documented on completion of the project.

## **1.10 Involvement of Students**

- a) The involvement of students in projects should be only when it advances their education.
- b) Students involved in Consultancy projects to get duty leaves subject to maximum of 6 in a term with prior approval from HoS.
- c) Such engagement would not provide any privilege to students in terms of attendance and assignment submissions. However requisite number of duty leaves will be provided depending upon nature of project.
- d) Fundamental principles of transparency must be followed while selecting students for a particular assignment.
- e) Students may be informed that by declining or accepting to participate in project, there will not be any adverse or favourable impact on their educational prospects.

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## **1.11. Exceptions**

In exceptional circumstances, competent authorities may grant exceptions from the terms of this policy.

## **1.12 Non-compliance**

If member of faculty does anything which is damaging to the reputation of the University or involves financial irregularity or causes harassment by inordinate delay or non-fulfilment of obligations to the client organization it would be treated as misconduct which will be dealt with as per the University Policy.

## **1.13 Terms and Conditions**

- University reserves the right to approve or not approve the proposal submitted for consultancy work. Duty leaves cannot be claimed as a right and solely given at the discretion of the university.
- All the benefits will lapse if the faculty/staff leaves the organization
- University reserves the right to modify or amend this policy in whole or in part at any time, and with/without notice.

## Annexure-I

### PROPOSAL FOR RESEARCH/CONSULTANCY PROJECT WORK Lovely Professional University, Punjab

(TO BE FILLED BY THE CLIENT)

CLIENT DETAILS: \_\_\_\_\_

PROPOSED PROJECT WORK: \_\_\_\_\_

TENTATIVE DURATION: \_\_\_\_\_

ESTIMATED AMOUNT: \_\_\_\_\_

SPECIFIC REQUIREMENTS (If Any): \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

#### TERMS & CONDITIONS

- The project proposals can be submitted anytime throughout the year
- The proposal should be prepared and submitted according to the format prescribed
- The University reserves the right to accept, reject or amend the proposal.
- The University does not take responsibility nor make any assurance/warranties as to effectiveness/output of consultancy/project work and shall not be held liable for any action taken by client on the basis of the same or otherwise under any circumstances.
- All the intellectual property rights etc. of any/all consultancy/research project work etc. related to this proposal shall be owned by LPU at all the times without any claim/objections of/from the client.
- TA/DA/Overhead expenses and out of pocket expenses if not covered in estimated project amount, to be additionally borne by the client.
- All the payments are to be made by the clients as per the details provided for the same.
- The client shall ensure to provide requisite information and depute the concerned staff/representative as required for discussion or otherwise for the purpose of the project as and when asked by the university.
- In case of any query, please contact at +91-9915020450.

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## Annexure-II

**Lovely Professional University**  
Consultancy/Research Project Work  
Allotment Note

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

Based on the proposal/request/query of the client, the details mentioned below, Consultancy/Research Project work is allotted as under:

Faculty Name & UID	
School/Discipline	
Project Work Proposed	
Estimated Amount	
Estimated Project Duration	
Client Details	

- The above project work and amount are subject to review and finalisation in discussion with the client, as and if required.
- The faculty concerned is required to carry out the project and complete the same as per stipulated timeline.
- Overhead expenses, government taxes, levies etc. and out of pocket expenditure, if not covered above, to be additionally borne by the client.
- If due to any reasons, the faculty above is not able to carry out the project work allotted, the same to be assigned and carried out by other faculty member.
- Other faculty/staff/students as required for the project work may be engaged.

[Name & Designation of the Dealing Official]

Final Project (if differ from above)	
Final Amount (if differ from above)	
Change in Duration (if differ from above)	
Remarks (if any)	

[Name & Designation of the Dealing Official]