

University of Patanjali

PVC/Notification-2018

July 19, 2018

NOTIFICATION

Sub. : Policy on Consultancy Projects

The University Policy on Consultancy Projects to be adopted henceforth is enclosed.

This comes into effect immediately.

By Order



Pro Vice-Chancellor and Registrar incharge

To,

1. Dean, Academic and Administrative Affairs
2. Professor, Philosophy
3. Professor, Yoga
4. Director, Placement cum Academic Administrator
5. Finance
6. Library
7. Hostel Warden Girls Hostel & Boys Hostel

Submitted to,

1. The Chancellor
2. The Vice Chancellor


University of Patanjali

Policy on Consultancy Projects

The University of Patanjali (UoP) is bestowed with professionals having expertise in numerous fields. The Hon'ble Vice Chancellor believes in making the optimum use of talent and hence, utilizes the enormous potential of the UoP faculties and staff members to fulfill the mission of community welfare. The expertise of the UoP is in Yoga and Ayurveda, which it shares with others through various consultancy projects. A proper MoU must be signed between the UoP and the concerned organization/institute/person which includes all the requisite terms and conditions including financial aspects. The consultancy charges shall be paid directly to the UoP. This policy document is a guide for proper understanding of the consultancy process for its effective implementation.

Opportunities for consultancy services

1. Consultancy services may be offered to educational institutes, industries, service sectors, government departments or other agencies in niche areas of expertise, such as Yoga and Ayurveda. All consultancy projects need to be structured and executed in the spirit of promoting UoP-Industry interactions, as a vehicle for complementing various levels of excellence in teaching and research. In addition, it shall help in proper placement of UoP students and also generate funds for the University.
2. The service offered shall be along the lines of 'Professional Services' and hence, shall carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions of the MoU.
3. Services shall be offered in specific areas of expertise, in order to meet the needs of certain governmental and related agencies, special clients and other non-government institutions.
4. Services may also be offered in areas in which facilities are available or can be augmented.
5. Services may be offered to Start-Ups or smaller organizations to benefit them in establishing themselves.


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Consultancy Project Categories

Each project shall be undertaken either under:

- a. Standard Terms and Conditions, or
- b. Specific Agreement or Memorandum of Understanding (MoU) describing the details of the Contract.

Consultancy and related services offered will be categorized mainly as under

- A. **Category I:** Industrial/ Institutional / Departmental Consultancy: Consultancy that involves the use of University infrastructures and/or facilities including equipments, instruments and laboratory technicians & staffs.
- B. **Category II:** Individual Consultancy: (Expert Advice and Development Project) Consultancy that does not involve the use of any institutional facilities and is solely based on the expertise of the Principal Investigator.

Eligibility for Undertaking Constancy

Consultancy and related assignments can be taken up by full-time faculty members of Schools/ Departments / Institutes/ Organisations/ recognised NGOs. All employees of UoP undertaking this consultancy shall hereinafter be referred to as Principal Investigator (PI).

General Consultancy Rules

- i. All consultancy assignments by the faculty/staff members should be undertaken with prior approval of the Hon'ble Vice Chancellor.
- ii. All proposals should be submitted to the office of the Registrar with the recommendation of the HOI/HOD of the unit.
- iii. The proposal will be submitted to the Hon'ble Vice Chancellor for approval.
- iv. If approved, the Registrar will issue instructions to the concerned Head of the Institution/Departments for deputing faculty for providing consultancy services.
- v. A faculty/staff member will be allowed to spend normally a maximum of one day per working week i.e. maximum of 52 days during the calendar year for consultancy. In special cases, where additional Consultancy work required Vice-Chancellor's permission may be sought.
- vi. Lectures, Practical sessions, Examination duties, selection committee related work and any other professional work of the faculty/staff member should not be affected during the consultancy work.


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- vii. The consultancy amount will come to the University account directly, and details of the consultancy will be maintained by the Finance Officer of the University.
- viii. The Finance Officer will submit a quarterly report of all consultancy received / to be received, to the Hon'ble Vice Chancellor.
- ix. Bills for the consultancy shall be issued under the signatures of the Finance Officer /Authorized Person.
- x. Payment for the consultancy services should be received by demand draft or electronic transfer in favor of "University of Patanjali" payable at Haridwar.
- xi. No individual faculty member is permitted to receive any cash directly.
- xii. Taxes as applicable will be paid by the client to the University.
- xiii. Remuneration paid to an individual faculty member for consultancy as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University development fund. Such share of consultancy shall be calculated after deducting expenses related to that consultancy.
- xiv. Daily Allowance (D.A) / Travelling Allowance (T.A) will be paid as permissible according to University rules to the faculty assigned for the work. In case transport is provided by the University, T.A will not be applicable.
- xv. Faculty will be given duty leave for managing and completing the consultancy work.

Distribution of Consultancy Fees

The consultancy fee shall be distributed as under:

Consultancy Category	PI and team members percentage	Department percentage	University percentage
Category 1: Individual Consultancy	80	10	10
Category 2: Institutional/ Departmental Consultancy	60	20	20

(The above breakup of the consultancy charges is for the internal administrative use of the University.)

Note: For all matters not covered in this document, as a general principle, the Dean/Registrar may be approached for consideration on case-to-case basis.


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Process under Consultancy

- Approval of the consultancy Work
 - i. Copy of the letter from the organization
 - ii. Copy of signed Standard Terms and Conditions
 - iii. Details of expenditures of materials and consumables used
- Transfer of the Consultancy Amount.
 - i. Raising of Bill / Tax Invoice.
 - ii. Consultancy fees in the form of DD / Electronic Transfer in favour of "University of Patanjali" payable at Haridwar
 - iii. Deposit of amount to the concerned department Consultancy Account
 - iv. Deposit of Taxes.
 - v. Disbursement of Expenditures Incurred for the Consultancy.
 - vi. Distribution of Balance Consultancy Fees.

Final report of the consultancy including standard operating procedure, wherever required, to be submitted to the consulting organization within 15 days from the last date of consultancy or as per the agreement.

Limitations of Consultancy work

The present policy does not apply for any activity that is being conducted with an intention of furtherance of scholarships or spreading/enhancement of knowledge as well as the intellectual level of the society, in general. The service, which are exempted from this document are

1. External examination invigilation/ evaluation duties
2. Lectures and Conference Presentations
3. Editorship of Academic Journals or Publication of Academic Articles.
4. Royalties from authorship and publication of Books.
5. Professional Arts/ Yoga performances
6. Charitable Services
7. Any other Service decided by Hon'ble Vice Chancellor

Conflict of Interest: There shall not be any actual conflict between the consultancy work and University duties such as an employee is engaged in a consultancy work at the expense of the University. If such a case arises, Principal/Dean shall be reporting to Hon'ble Vice Chancellor immediately with the case of interest of conflicts.


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