

**ICFAI University Dehradun**  
**GUIDELINES FOR CONSULTANCY PROJECTS/ACTIVITIES**

### 1. PREAMBLE

The University promotes and encourages the use of its intellectual and infrastructural resources for serving external organizations, agencies and individuals. This is done primarily with the following objectives:

- Faculty Members are encouraged to professionally practice what they learn, teach and research.
- Faculty Members would create a source of professional income for themselves as well as for the University.
- Faculty Members would handle the real life problems and, thus, gain valuable practical experience.
- Faculty Members will develop and nurture linkages with outside professionals, industries and external organizations.

These guidelines are issued to streamline, systematize and enable all consultancy services offered by the Faculty Members of the University.

**The externally funded research projects shall not be covered under these guidelines.**

### 2. GENERAL GUIDELINES

2.1 Definition: Consultancy means an activity that involves an employee or a group of employees giving specialized or expert service to an external party/agency that requires such service, on payment basis.

2.2 The consultancy provider (an individual employee or a group of employees of the University) will ensure that it will fully be his/her/their responsibility to ensure that high standards of academic and professional ethics are maintained.

2.3 Each consultancy provider (an individual employee) will ensure that the work will not have conflict with his/her regular assigned duties as an employee of the University.

2.4 In case of any dispute, the decision of the competent authority of the University will be final.

2.5 For consultancy work, leave may be granted at the discretion of the competent authority of the University provided granting of leave does not disturb the routine work assigned in the University.

2.6 The consultancy providers should ensure high quality of outcomes to contribute towards credibility of the University.

2.7 Each consultancy activity will have a Principal Consultant (PC) from among the teachers and staff of the University. The PC may have additional team members from among the teachers and staff of the university. Accordingly, "Consultancy Provider" will imply either the PC alone or the entire team.

### 3. TYPES OF CONSULTANCY

3.1 **Faculty generated consultancy:** The consultancy that involves only the use of time of a faculty or a group of faculty, and does not involve significant use of University's physical resources like Lab equipments, consumable Lab items, computers etc.

3.2 **Institution generated consultancy:** The consultancy that primarily involves the use of



University's physical resources: Lab equipments, consumable Lab items, computers etc. And the use of time of an employee or a group of employees is minimal. This includes consultancy jobs such as testing of cement concrete cubes, reinforcement steel, calibration, fabrication, measurements, analysis, etc. wherein no interpretation of the results is called for, no technical advice is to be rendered and the test results may not require further processing.

#### 4. PERMISSION FOR RENDRING CONSULTANCY

The PC shall obtain, in writing, prior permission from the competent authority for carrying out the consultancy activity. The request shall be accompanied with the relevant basic details in a format given in Annexure A. In case of "Faculty generated consultancy", basic details should be limited to about 100 words. In case of Institution generated consultancy, complete details of the proposed consultancy activity shall be provided.

#### 5. SHARING OF REVENUE/EARNINGS

5.1 In case of Faculty generated consultancy, the payment will be made directly to the PC who will manage and monitor the timely distribution of Gross Revenue to various heads.

5.2 In case of Institution generated consultancy, the payment shall be made to the ICFAI University, Dehradun. The account shall be maintained locally under the control of competent authority present on the campus of ICFAI University, Dehradun. The PC will manage and monitor the timely distribution of Gross Revenue to various heads via the Accounts Department of the University.

5.3 Total cash payments shall be limited to 10% of the GR from a consultancy project/activity.

5.4 The PC shall ensure proper sharing of revenue as per the following guidelines.

5.4.1 The Gross Revenue (GR) will be the total amount that the client pays for the consultancy received.

5.4.2 The PC will be allowed to claim an Expenditure Amount (EA) for the expenditure made in providing the consultancy work. For example, this may involve purchase of consumables and non-consumables or of the services of some external expert. However, the PC will be required to give documentary proof of the EA. The EA shall be limited to 20% of the Gross Revenue (GR) in case of Faculty generated consultancy. In case of Institution generated consultancy, the EA shall be limited to 30% of the Gross Revenue (GR). However, under special situations, a higher level of EA may be permitted with the prior approval of the competent authority.

5.4.3 The PC will ensure that applicable Goods and Services Tax (GST) is duly paid to the Government. A documentary proof of the payment shall be made available to the University by the PC.

5.4.4 The Net Revenue (NR) shall be identified as:

$$NR = GR - EA - GST$$

5.4.5 The PC shall ensure that the Net Revenue (NR) is shared as follows:

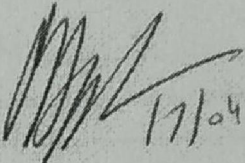
Type of Consultancy	University's share (%)	Share of the Consultancy Provider (%)
Faculty Generated Consultancy	1/3 <sup>rd</sup>	2/3 <sup>rd</sup>
Institution Generated Consultancy	2/3 <sup>rd</sup>	1/3 <sup>rd</sup>

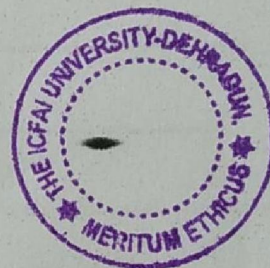
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5.4.6 In case of "Faculty generated consultancy", the PC will deposit the University's share in the first week of the month following the month in which the payment for the consultancy work is received by the PC. The payment shall be made in the form of a cheque accompanied with the relevant details in the format given in Annexure B (one for each independent consultancy project/activity). The cheque shall be drawn from the PC's own salary account.

5.4.7 In case of Institution generated consultancy, the PC will ensure that the team members, if any, are paid their pre-decided shares prior to the deposition of University's share, as per the details submitted earlier via the format given in Annexure A. The payment shall be made in the form of a cheque accompanied with the relevant details in the format given in Annexure B (one for each Institution generated consultancy project/activity).

  
17/04/19



# Annexure A

## Format for Basic Details Accompanying the Request for Permission for Undertaking Consultancy

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

1. Name of the Principal Consultant (PC): \_\_\_\_\_
2. PC's Department: \_\_\_\_\_
3. PC's Contact details: (a) Phone No.: \_\_\_\_\_ (b) Mob. No. \_\_\_\_\_  
(c) Email ID: \_\_\_\_\_  
(d) Residential Address: \_\_\_\_\_
4. Consultancy type (Faculty Generated/Institution Generated): \_\_\_\_\_
5. Consultancy Title: \_\_\_\_\_
6. Expected Gross Revenue (GR): Rs. \_\_\_\_\_ (in figures) Rs. \_\_\_\_\_  
(in words)
7. List of Department's involved: (a) \_\_\_\_\_ (b) \_\_\_\_\_  
(c) \_\_\_\_\_ (d) \_\_\_\_\_
8. Break-up of the shares of consultancy project's/activity's Net Revenue (NR) among team members (attach separate sheets/Annexure (s), if necessary):

S. No.	Team member's name	Team member's department	Revenue Share (NR), %	Remarks	Team member's signature

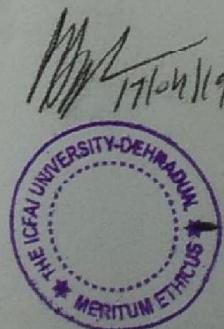
9. No. of pages in the attached basic/detailed description of the consultancy project/activity: \_\_\_\_\_

PC's Signature: \_\_\_\_\_

PC's \_\_\_\_\_

Name: \_\_\_\_\_

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Annexure B

Format for Details Accompanying the Payment to the University

(One form per consultancy project/activity)

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

Applicable for the period: \_\_\_\_\_

1. Name of the Principal Consultant (PC): \_\_\_\_\_

2. PC's Department: \_\_\_\_\_

3. PC's Contact details: (a) Phone No. \_\_\_\_\_ (b) Mob. No. \_\_\_\_\_

(c) Email ID: \_\_\_\_\_

(c) Residential Address: \_\_\_\_\_

4. Consultancy type (Faculty Generated/Institution Generated): \_\_\_\_\_

5. Consultancy Title: \_\_\_\_\_

6. Expected Revenue Details:

Gross revenue (GR) = Rs. \_\_\_\_\_

Expenditure amount (EA) = Rs. \_\_\_\_\_

Goods & services Tax (GST) = Rs. \_\_\_\_\_

Net revenue (NR) = GR - EA - GST = Rs. \_\_\_\_\_

Share of the University (\_\_\_\_% of NR) = Rs. \_\_\_\_\_

7. List of supporting documents attached:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

8. Details of University's total share: (a) Amount (Rs): \_\_\_\_\_ (in figures)

\_\_\_\_\_ (in words) (b) Cheque details: No. \_\_\_\_\_

Bank, Branch \_\_\_\_\_, Date: \_\_\_\_\_

*[Handwritten Signature]*  
17/04/19



9. Break-up of the shares of consultancy project's/activity's Net Revenue (NR) among team members (attach separate sheets/Annexure (s), if necessary):

S. No.	Team member's name	Team member's department	Revenue Share (NR), %	Remarks	Team member's signature

10. All the team members have been paid their shares (Yes/No): \_\_\_\_\_

PC's Signature:

PC's Name:

*[Handwritten Signature]*  
17/04/19

