



LALIT NARAYAN MITHILA UNIVERSITY  
KAMESHWARANAGAR, DARBHANGA

Consultancy Policy

[Framed under Section 4(1)(22) of the Bihar State Universities Act, 1976,  
as amended up-to-date.]

**1. Preamble**

The consultancy has been an effective way for universities to extend the benefits of knowledge creation beyond campus, generate revenue, and serve society at large. However, the balance between consultancy and the traditional roles of the members of faculty and staff needs to be managed so that the interests of the University may be protected. This Policy provides provisions for conducting consultancy to ensure that the tasks are undertaken by the members of faculty and staff of the University are consistent with the University Laws and meets its strategic and operational objectives.

2. For the purpose of this policy, Consultancy is defined as the provision of any advice, information, "in-company" training, acting as subject matter expert for any organisation other than LNMU or other such professional services for a fee, except for activities in the following areas, whether paid or unpaid: -

- a) Reviewing publications
- b) Appearances in the media, e.g. television, or articles for general media publication, e.g. newspapers
- c) External examining duties for other universities/institutions.

**3. Scope of the Policy**

The present policy covers all the consultancy services that the members of faculty and staff of the University shall offer to any outsider agency/organisation/person. It may be in the form of:

a. **University Research Consultancy:** A Research Consultancy exists where a staff (teaching/non-teaching) of the University provides research skills or expertise in return for remuneration from external financing.

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- b. **University Non-research Consultancy:** The Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services provided to external agencies for a fee. This would include, but not be limited to, routine laboratory and another testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc., the provision of professional services such as designing, legal and technical advice undertaken by the members of faculty and staff.
- c. **Private Consultancy:** In principle, a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by the Vice-Chancellor. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties and obligations to the University.

**4. The Policy**

All Research/Non-research/Private consultancies shall be governed by the following guiding principles.

- a. There should be a demonstrable benefit to the University from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- b. The Consultancy must not be in conflict with university laws/policies including Statutes governing employment and the Code of Conduct. The Consultancy must not be in conflict with the functions, objectives or interests of the University or damage to its reputation.
- c. Staff members shall not undertake external research activities where no formal agreement has been authorized by the University.
- d. The revenue generated from the consultancy project shall be shared by the member and the university in a 70:30 ratio respectively after deducting the overheads and all other expenses met by the university.
- e. The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week.
- f. The services of permanent employees of the University may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the University.

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- g. Students who are willing to work on consultancy projects may be permitted as per University norms to do so provided it does not affect their academic commitments and performance. Such students may be compensated by suitable honoraria already provisioned in the consultancy budget.
- h. Travel out of the campus on account of consultancy activities, provided it is within consultancy budget, should be undertaken with prior approval of the Vice-Chancellor/competent authority.

#### 5. Consultancy Approval Process

- a. Consultancy projects may be initiated either by requests/enquiries from the industry to the University or by discussion between the industry and the Consultants.
- b. When the enquiry is directly received by the University, the work will be assigned to a specific consultant or a group of consultants, depending on their expertise and existing commitments, by the Vice-Chancellor.
- c. In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person with the approval of the Vice-Chancellor.
- d. To protect the University from legal and financial risk, and to ensure transparency and consistency of treatment for all staff who may engage in consultancy activity, all University consultancies proposals shall be processed through the office of the Development Officer of the University. DO shall provide advisory, information, negotiating and contractual services to the University in respect of staff engaged or about to become engaged in consultancy work, within the confines of University Laws. All consultancy contracts shall be between the University and the client and shall be signed on behalf of the University only by the Registrar on approval of the Vice-Chancellor.
- e. The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh cost estimate may be put forward for client consideration.
- f. The Consultant is responsible for maintaining the financial records of the project/test services. He / She should submit an audited detailed income-expenditure statement to the Finance Officer of the University on successful completion of the consulting work.

#### 6. Right to Review Policy

The University reserves the right to review the policy as and when needed.

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**APPENDIX-1**  
**Consulting Assignment Format**

Job No.

Date:

Sl. No	Category of job: Expertise based consultancy
1	Name of Consultant:
2	Department/Centre/School:
3	Cost estimate:

S.No.	Head of expenditure	Amount (Rs)
i.a.	Consultant Fee (CF)	
i.b.	External Consultant ( $\leq 40\%$ of vi)	
ii	Charges for Personnel in Technical Services (CPTS)	
iii	Project Staff Salaries (PSS)	
iv	Operational Expenditure (OE)	
v	Overheads (20% of i+ii+iii+iv)	
vi	Total	
vii	GST (as applicable) @ 18% of vi as example	
viii	Grand Total (vi + vii)	

Note: GST will change as per nature of consultancy project and the rules and regulations of Government of India as may be amended and would be applicable from time to time.

Signature of the Consultant:

Date:

Copies to:

Concerned Head of the Department

Registrar,

Vice-Chancellor for Needful Approval

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