

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

Consultancy Policy 2022

University has research facilities in various domains of Science & Engineering. It has well equipped laboratories wherein different types of Consultancy and Research Project could be undertaken from different companies and sponsoring agencies including GOI agencies. The consultancy work undertaken by faculties also enhances their professional knowledge and they also get to know and solve real time problem of industry.

1. Type of Consultancy works

Type 1: Service Consultancy:-This type of Consultancy will involve use of University's Computational facilities / Software / Hardware and will be expertise intensive.

Type2: Testing Consultancy:-This type of Consultancy will involve testing of sample/component/product. Such work will cover testing of material / equipment in laboratory, wherein only the testing results are to be communicated.

2. Type of faculties involved

(a) Principal Investigator (PI) means a member of the faculty/scientist of JUIT with necessary expertise and competence to conduct a consultancy work.

(b) Co-Investigator (CI) means a person from amongst the faculty/ scientist (including Emeritus) co-opted to work jointly with him/her on the consultancy work.

3. Consultancy work type and their categories

Depending upon the receipt of the consultancy work, it can be categorized into three categories:

(a) Individual: In the case the consultancy is received in the name of an individual or individuals.

(b) Department: In this case the consultancy comes to the Department.

(c) University: In this case the consultancy comes to the University. DEAN (A & R) will forward the work to the department for further processing.

4. Consultancy guidelines

Following guidelines will be used for any consultancy job:

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1 If any faculty member is involve in Consultancy work, it is expected from him that the time spent by a faculty member will not exceed one day in a working week and shall also not disturb the normal teaching or other routine duties of the Department/University.

2 For individual consultancy the concern faculty member will be Principal Investigator (PI)

3 In case of faculty/staff/students travelling for consultation purpose, Leave rules and travelling allowance will be applicable as per University norms.

4 The completion of consultancy work in stipulated time is the sole responsibility of Principal Investigator (PI). PI should follow Standard Operating Procedures (SOP) and ethical standards for consultancy work.

5 The PI will submit the consultancy work report and expenditure for approval to Vice Chancellor through proper channel.

6 All payments in connection with Consultancy works shall be received in the name of the Registrar, Jaypee University of Information Technology (JUIT) Wagnaghat.

7 Report(s) and data generated out of consultancy work will be the joint Intellectual Property of the University and the Investigator. If the client needs a different agreement, such agreement shall be entered into with the prior approval of DEAN (A & R).

8 If Investigators wish to publish technical/ scientific papers based on the consultancy work done under the work, then he/she should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.

9 The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. In such case, the external consultants will get a lump sum honorarium/ fees (not exceeding 30% of the total consultancy fee to be payable to all Investigators).

10 The students of JUIT may be engaged for consultancy work in consultation with HOD and Dean (A&R). They may be provided a payment of Rs.150/- per hour subject to a maximum of 30 hours per month. The expenditure on this account can be booked under manpower charges/ contingency.

11 In case of any dispute with sponsoring agency or among the team of PI, Dean (A&R) will review the case.

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5. Distribution of Consultancy Funds

Type 1: Service Consultancy:-

- | | |
|------------------------|-----|
| (i) University | 25% |
| (ii) Concerned Faculty | 75% |

Total money received from client = A

Total GST = G

Amount of JUIT overhead (O) = 25% of (A-G)

Remaining Amount (R)* = 75% of (A-G)

Total Expenditure (E) = E

Balance Amount (D) = (R-E)

*Distribution of (D) will be as follows:

Amount D shall be distributed to Investigators, technical and other staff on the recommendation of the PI and in consultation with the HOD.

Type 2: Testing Consultancy:-

- | | |
|------------------------|-----|
| (i) University | 40% |
| (ii) Concerned Faculty | 60% |

Total money received from client = A

GST = G

Amount of JUIT overhead (O) = 40% of (A-G)

Remaining Amount (R)* = 60% of (A-G)

Total Expenditure (E) = E

Balance Amount (D) = R-E

*Distribution of (D) will be as follows:

Amount (D) shall be distributed to Investigators, technical and other staff on the recommendation of PI in consultation with the HOD.

Total Expenditure (E) will consist of following:

- (i) Permanent equipment to be procured/fabrication of equipment or models.
- (ii) Travel expenses in connection with the consultancy work
- (iii) Contingency expenses will include expenditure related to printing of reports, payments to manpower (students, external experts, labors etc.), procurement of consumable material, stationery, postage etc.

6. Distribution of the University Overhead (O)

The University overhead may be distributed into following categories to encourage the research work. These funds may be utilized to develop

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laboratory facilities, attending conferences, procurement of materials, conducting workshops, conferences, FDPs etc.

Type of fund	Percentage
University Development fund	80%
Department Development Fund	20%

Signature




Name

Prof. Ashok Kumar Gupta

Designation

Dean (Academics & Research



Prof. Rajendra Kumar Sharma

Vice Chancellor