

Jain University Policy on Consultancy

Preamble: The objective of this document is to provide an overview on Consultancy Policy at Jain University.

Objectives of Consultancy Policy:

The objective of Consultancy Policy pursued by Jain University is to promote academic, industry and research interaction and to encourage and facilitate its faculty to provide knowledge inputs sought by industry, government agencies or other research organisations.

Facilitation:

The University provides the necessary facilitation conforming to the following tenets concerning consultancy program:

1. JU shall attempt to provide an atmosphere conducive to undertake consultancy by all interested and motivated faculty members in their areas of competence with the broader objective of sharing specialized knowledge and skills by faculty of the university to meet needs of industry, government and other research organisations.
2. JU shall endeavour to sensitize all concerned with responsibilities as well as benefits of the consultancy program and its outcomes within the overall framework of the university's mission.
3. This policy shall apply to all JU faculty members involved in consultancy. This policy on consultancy is subject to review by the University Authorities. The university may announce details of implementing procedure on this policy from time to time.
4. The Consultancy Policy will be implemented in complement of and in harmony with R&D Policy of Jain University.

Framework for undertaking consultancy:

1. The consultancy work may be assigned by the university to faculty members in their area of competence based on requests referred to the University through the departments or Research Centres with the concurrence of the President - Jain University Trust.
2. The University may approve with the concurrence of the President - Jain University Trust the Consultancy Work proposed by a faculty who may be approached by an Industry / Research Organization / Government Agency or any other.
3. The consultancy work is taken up through suitable agreements entered into by the university or its constituent units such as centres or departments or individual member of faculty with the recommendation of respective constituent unit head and approval of Registrar of the University with the concurrence of the President - Jain University Trust.

Agreements for consultancy:

1. As a minimum, the agreement will address the scope of consultancy, deliverables, mutual responsibilities, time schedules and financial terms, communications, resolution of disputes, confidentiality, IPR issues and appropriate indemnities. In simpler cases, even letter form of agreement may be followed. Normally, consultancy assignments would not involve transfer/ licensing of IPR.
2. The university may permit agreements between the consulting academic member and sponsoring organisation, with prior approval of the Registrar of the university for terms of such agreement and subject to resolution of possible conflicts including dislocation to other responsibilities of the consulting academic member or dislocation to academic programmes. The grant of permission by the university to the individual faculty member to enter into consultancy agreement will be subject to concerned member's commitment to comply with the academic, business and ethical standards, priorities and discipline of the university.

Responsibilities and Privileges of Faculty Members:

1. JU faculty can engage in consultancy as long as the same is within the framework being labeled ethical and it does not involve any unresolved conflict of interest.
2. JU faculty can spend any one day of the week for consultancy work without affecting the academic activities and subject to provisions specified herein. In case greater engagement than above is demanded, specific approval may be granted by the university based on merits of each case.
3. JU faculty can engage in the establishment of a company with the permission of JU authorities.
4. JU faculty having consultancy project are entirely responsible for the completion of the consulting work. He/she shall ensure that all requirements of sponsoring/ funding agency in respect of reports, financial statements and other deliverables are met in a timely manner.
5. JU faculty having consultancy work are fully responsible for the staff working in the project.
6. JU faculty having consultancy work / project will ensure payments for all the JU facilities used in the consultancy work as per norms decided by the University authorities from time to time.
7. Wherever relevant and applicable, JU faculty shall provide copy of tax invoices and all other expenses incurred with respect to the research activity shall be maintained and made available as and when required.

Administrative and other support:

1. The university will facilitate appropriate administrative and other support as may be needed case by case basis that may include support for processing of proposals, use of technical facilities, provision or recruitment of support staff, documentation, financial administration or even procurement support as may be relevant in each case and for the scope of consultancy.

Reporting Progress:

1. The faculty members who take up consultancy assignments shall periodically keep the Registrar of the university informed on the progress and submit report on satisfactorily completing the assignment along with copies of communication to this effect by the sponsoring agency

Costing approach and proceeds:

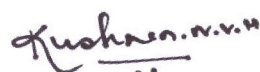
1. For consultancies undertaken under this policy, fees to be recovered will include charges for use of professional human resources based on time to be spent, any out of pocket expenses like travel or outsourced services, charges for use of any technical facilities, consumables and institutional overheads of 15%. Necessary service charges too as applicable shall be recovered from the sponsoring organisation.
2. The sharing of consultancy proceeds between the university and consulting faculty will depend on the extent of expenditure elements in each case and time of engagement of working hours of the faculty and as mutually agreed

Conflict of Interest:

1. JU policy with regard to conflict of interest rests on the premise of “trust & faith” and integrity of respective members to disclose any information that could lead to conflict thereby ensuring that any conflict of interest could be resolved in appropriate manner befitting all concerned.

Misconduct:

1. No faculty member engaged in consultancy assignment shall indulge in fabrication/falsification of data in either recording or reporting, resort to plagiarism knowingly or intentionally and all other such acts normally not conducive of being considered ethical. University shall take suitable actions as applicable to such cases.



Registrar
Jain (Deemed-to-be University)