



CENTRAL UNIVERSITY OF KARNATAKA

# CONSULTANCY POLICY



**CENTRAL UNIVERSITY OF KARNATAKA**  
**Kadaganchi, Aland Road, Kalaburagi-585 367**



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**CONSULTANCY POLICY**

**1. PREAMBLE**

This Policy provides necessary provisions for carrying out consultancy assignments by the faculty members in consistence with the University's strategic and operational. In adopting this, the Central University of Karnataka reaffirms its commitment for making its expertise available through service to the industry, commerce, government, professions, arts, and other educational and research organizations.

**2. THE PARTICULARS**

The following guiding principles govern all consultancies assignments to be undertaken by the faculty members of the CUK:

- (a) There should be a demonstrable benefit to the University from the consultancy through income, enhanced reputation, and/or expanding the staff member's expertise.
- (b) The Consultancy must be consistent with existing University policies including those governing employment and the Code of Conduct.
- (c) The Consultancy must not conflict with the University's functions, objectives, or interests or damage the University's reputation.
- (d) At a minimum, the salary and on-cost charges must be applied to all project budgets. All Consultancies are required to include overheads.
- (e) Staff members shall not undertake external research activities where the University has authorized or accorded formal consent to the faculty member unless he/she is on leave without pay, approved by the concerned authorities.

**3. NATURE OF CONSULTANCY ASSIGNMENTS**

There shall be two categories of allowed consultancies: (a) University consultancy (Research and non-research categories) and (b) Private Consultancy, as designated below. The descriptions are as follows;

### **3.1 Research and Non-research Consultancy**

A Research Consultancy is when an academic staff member provides research skills or expertise for a remuneration from an external agency/funder. A Research Consultancy may result from a tender or an individual negotiation and/or contrast, as the case may be.

Non-research Consultancies include non-research activities performed under contract for a third party for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices, or products, analysis of data such as market surveys, opinion surveys, etc., The provision of professional services such as design, legal, and medical advice as undertaken by faculty and staff members.

### **3.2 Private Consultancy**

Private consultancy exists when a faculty member provides a service without the university's participation.

In such cases, the faculty or staff shall ensure that the university approves the assignment beforehand, and such work does not affect his/her assigned duties or obligations to the university. None of the benefits set out for a University Consultancy are available to faculty and staff undertaking a Private Consultancy.

A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- i. Private Consultancy is accomplished without unduly affecting the duties of the position;
- ii. University trademarks such as letterheads, brands, etc., or University intellectual property are not used in any form.
- iii. No University facility (including library resources, power, space, equipment, consumables, and telephone facilities) is used.
- iv. The Private Consultancy is not within an area in which the University might be contracting to provide a service on a commercial basis, possibly utilizing the skills of the staff member involved
- v. The staff member agrees to indemnify the University and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities, and demands arising directly or indirectly from or in respect of the Private Consultancy activity;and
- vi. The staff member declares any actual or potential conflict of interest to their manager.

#### **4. TIME APPORTIONMENT**

Time of one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval of the concerned. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

#### **5. ENTITLEMENTS**

The University provides following entitlements to the faculty member/staff undertaking University Research or Non-research Consultancies:

- a) Access to the University's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.
- b) Access to the University's resources, such as technical and administration staff equipment and telecommunications, is subject to the Faculty or Office approval.
- c) Entitlements to use the University's name and reputation, providing it is not brought into disrepute.
- d) Ability to refer to their university position and title concerning the work.

**Note:** The University does not extend these benefits to Private Consultancies.

#### **6. BENEFIT SHARING**

For all approved consultancies, the following benefit sharing mechanism is applicable:

- a) The member shares the revenue generated from the consultancy project in a **70:30 ratio** between the **concerned faculty/staff member: Institution** after deducting the overheads and all other expenses the university meets.
- b) If more than one member takes up the consultancy project, the 70% amount shall be shared equally.

#### **7. APPROVALS**

All university-approved Consultancies must be approved and managed following this Policy, associated documents, and other University policies. Applications to conduct Consultancy have to be applied in a prescribed format.

#### **8. EXEMPTIONS AND VARIATIONS**

Exemptions to the above and variations to the standard benefit-sharing mechanism and overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy Application coversheet, and approved by the relevant University Officer.

## **9. TRANSFERS FROM OTHER INSTITUTIONS**

- a) In cases where a Research or Non-research Consultancy or grant is transferred to the University from another research organization, the overhead will not be recovered from the funds if the awarded budget does not include an overhead component.
- b) In cases where a grant is being transferred to CUK from another research organization, and overheads are permissible following the funding schedule, the University will recover the agreed overheads awarded.

## **10. CONFLICT OF INTEREST**

Any conflict of interest, actual or perceived, must be reported to the relevant University Officer for resolution.

An example of a potential conflict of interest includes, but is not limited to:

- financial or non-financial interests
- teaching or course work for another institution
- work performed for a supplier of goods or services to the University or
- work is undertaken with an organization to which the University supplies goods or services.

## **11. INTELLECTUAL PROPERTY**

Any intellectual property arising from any Research and Non-research consultancy will be governed by the Intellectual Property Policy of the university.