



THE ICFAI University, Tripura

Consultancy Policy

Objective: To establish a framework to support consultancy activities at the ICFAI University Tripura.

Eligibility:

- This policy applies to all regular faculty and staff
- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the university.

Circumstances under which consulting activity may be permitted

- The organization requiring consultancy services from faculty or the department shall write to the university indicating the expertise required.
- The Registrar on receiving the request from the organization shall inform to the department concerned.
- The reporting head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the pro vice chancellor/ vice chancellor.
- In considering whether or not permission will be given for consulting activity, the reporting head will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources and get approval from pro vice chancellor/ vice chancellor.
- An MoU may be signed between the organization and the university towards the nature of consultancy work and the commercials involved in the presence of the account officer.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the reporting head.

Publications:

- Publication arising from consultancy work shall include the faculty affiliation of the university and acknowledge for the facilities used from the university.

Intellectual property Rights (IPR):

- University IPR cell may be used where not in conflict with rights of third parties or any commercialization plan.

Other Commercial Rules:

- University facilities and resources may be used and must be charged in line with the guidelines from the registrar, from time to time.

- Meeting related to consultancy work with the organization(s) may be conducted in college premises.
- Tax is applicable for the revenue generated through consultancy work.

Policy for Revenue Sharing in Consultancy:

- IUT encourages faculty members to do consultancy service to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact. Such activities serve to link institute and its faculty members more closely to the industry.
- Consultancy work can bring financial benefits both to the institution and its employees.
- In view of encouragement the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty 67% and University 33% after deduction of all expenditure incurred by the University.

Price:

- This is the price the client/organization will pay for the consultancy work. To avoid confusion or dispute later, care must be exercised to ensure clarity as to the inclusion or exclusion of items such as travel and subsistence as well as any special charges for materials or use of facilities in the institution.

Costs:

- This is the calculation made for internal use only to determine the costs towards faculty expertise and resources including the use of college space and equipment.

Asst. Manager (Administration)

Asst. Manager (Personnel)

Dy. Manager (Accounts)

Dean, FST

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura,
Kamalghat, West Tripura.

