



Vidyasagar University

Midnapore, West Bengal

721102



3.5.1 : Supporting Documents



Consultancy policy

VC/.....1588...../2024



CDOE/9487
18.09.24

Professor Braja Gopal Bag
Convener
Consultancy Policy Committee
Phone: 9434185048 (M)
Email: braja@mail.vidyasagar.ac.in

Office of the Vice-Chancellor
VIDYASAGAR UNIVERSITY
Date: 18/9/24
Time: 1:30 PM
Signature

VIDYASAGAR UNIVERSITY
Midnapore 721 102, West Bengal

Ref. VU/Consultancy Policy Committee/001

Invitation

A meeting of the **Consultancy Policy Committee** will be held on **February 07, 2024 (Wednesday)** to discuss the following:

Agenda:

1. Approval of a Consultancy Policy of Vidyasagar University
2. Miscellaneous.

All the committee members are requested to kindly attend the meeting.

Venue: CDOE Meeting Room

Time: 3 PM

Professor Braja Gopal Bag
Convener
Consultancy Policy Committee
Vidyasagar University
Midnapore 721102

Copy to:

Members of the Consultancy Policy Committee

1. Professor Sibaji Pratim Basu, Dept. of Political Science – Chairman
2. Professor Madhumangal Pal, Dept. of Applied Mathematics
3. Professor Pinaki Das, Dept. of Economics
4. Professor Ramakrishna Maiti, Dept. of Geography
5. Professor Debidas Ghosh, Dept. of Biomedical Laboratory Science & Management
6. Dr. Jolly Das, Dept. of English
7. Professor Ajay Kumar Misra, Dept. of Chemistry & Chemical Technology
8. Professor Braja Gopal Bag, Dept. of Chemistry & Chemical Technology, Coordinator



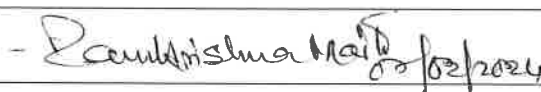



Approved

VU/ISGAC/040/24
Date: 12/09/24

Placed before
Hon'ble Vice-Chancellor
for kind approval.
12/9/2024

An Urgent meeting of Consultancy policy Committee held on 07.02.2024 at IQAC office of Vidyasagar University

Members Present on 07-02-2024:

Sl. No.	Members	Signature
1.	Prof. Sibaji Pratim Basu	 7/2/24
2.	Prof. Madhumangal Pal	 7/2/24
3.	Prof. Pinaki Das	
4.	Prof. Ramkrishna Maity	 07/02/2024
5.	Prof. Debidas Ghosh	 7/2/24
6.	Dr. Jolly Das	
7.	Prof. Ajay Kumar Misra	 7/2/24
8.	Prof. Braja Gopal Bag	 7/2/24

Resolution: A draft consultancy Policy Committee was placed in the meeting & discussed thoroughly. The draft policy was updated.



VIDYASAGAR UNIVERSITY

Midnapore 721 102, West Bengal

Professor Braja Gopal Bag
Convener
Consultancy Policy Committee
Phone: 9434185048 (M)
Email: braja@mail.vidyasagar.ac.in

Ref. VU/Consultancy Policy Committee/001

Date: February 07, 2024

Resolution

Resolution of the **Consultancy Policy Committee** meeting held on **February 07, 2024 (Wednesday)** at the Chamber of the Director, IQAC at 3.00 pm.

Members Present:

1. Professor Sibaji Pratim Basu, Dept. of Political Science – Chairman
2. Professor Madhumangal Pal, Dept. of Applied Mathematics
3. Professor Ramakrishna Maiti, Dept. of Geography
4. Professor Debidas Ghosh, Dept. of Biomedical Laboratory Science & Management
5. Professor Ajay Kumar Misra, Dept. of Chemistry & Chemical Technology
6. Professor Braja Gopal Bag, Dept. of Chemistry & Chemical Technology - Convener

Agenda – 1: Approval of a Consultancy Policy of Vidyasagar University.

Resolution of Agenda 1: A draft Consultancy Policy was placed in the meeting and the matter is thoroughly discussed. It is resolved that the updated Consultancy Policy is recommended for getting approval from the Honorable Vice Chancellor.


07/02/2024



Vidyasagar University

Midnapore, West Bengal

721102



Consultancy Policy



VIDYASAGAR UNIVERSITY

Internal Quality Assurance Cell
MIDNAPORE - 721102, WEST BENGAL, INDIA

Consultancy Policy

Consultancy is the provision of services to external clients and it is primarily based on skills and expertise of a staff member. This can take place by offering specialist opinion, by advising on technical issues or by solving problems. In this connection, Vidyasagar University framed a revised policy guideline which is given below. The purpose of this policy document is to set out the principles and procedures governing Consultancy undertaken by Staff Members of the University.

1. Staff Members of the University are encouraged to undertake University Supported Consultancy and other similar work provided, it does not conflict with the interests of the University.

University Supported Consultancy:

1. University Supported Consultancy is the Consultancy provided through a contract entered into by the University with an external client, in which the Consultancy will be performed by a Staff Member within his or her area of academic, research or administrative expertise. This Consultancy is supported by the University and may involve the use of University resources, such as laboratories, intellectual property and other resources.
2. A maximum of 30 days per year (during university working days) may be devoted to University supported Consultancy. Any leave taken for travel outside the university during these days for work related to consultancy shall be treated as "duty leave".
3. The total consultancy fees should reflect a fair return to the member of staff and the University for resources, used directly. After the deduction of all direct costs, the standard division of consultancy fee income is as follows: Individual member of staff (consultant): 70% ▪ University: 30%

Private Consultancy:

1. Private Consultancy means Consultancy undertaken in the personal and private capacity of Staff Members in their own time, with no use of the University's resources, no use of the University's name or logo, and no liability on the University. Fees earned on that account will be held by the consultant only.
2. All Private Consultancies should ideally be reported to the University authority for its recognition.
3. Private consultancy shall be performed by the staff member only in his/her own time. No leave shall be given by the University to a staff member for performing private consultancy.

[Signature]
07/02/2014



VIDYASAGAR UNIVERSITY

Internal Quality Assurance Cell
MIDNAPORE - 721102, WEST BENGAL, INDIA

Intellectual Property:

Any intellectual property including copyright generated in the course of a University consultancy, except in the course of a private consultancy, created specifically in the course of producing a report for the external client, must belong to the University.

Implementation and Procedures:

The responsibility for the implementation of this Policy shall lie with the University authority and the University has wide authority and discretion, within the confines of the University's Act, Ordinances, Regulations, other provisions, this Policy, any procedures established by the Finance Committee, and any directions given by or on behalf of the Vice-Chancellor, to adopt administrative processes, guidance, forms and interpretations necessary to effectively implement this Policy.

[Signature]
07/02/2024