



LALIT NARAYAN MITHILA UNIVERSITY

Kameshwaranagar, Darbhanga-846004



NOTICE

Higher education institutions (HEIs), whose primary goal is to generate and disseminate knowledge, are concerned with the development of almost every aspect of life. Stakeholders' role in knowledge generation and dissemination are acknowledged as an important component for the University. To streamline the functioning of the University and to make it more transparent and accountable to the society at large, a few important policies have been drafted by the IQAC of the University. These policies are being posted on the University media and website (www.lnmu.ac.in) soliciting the kind opinion of all the stakeholders like students, alumni, staff, parents, community groups, industries and other professional Organisations as well as the State Government. Stakeholders are hereby requested to send their feedback on the official mail address of the IQAC: iqac@lnmu.ac.in by 02.03.2022.

25.02.2021
REGISTRAR

Arinash
25/02/22



LALIT NARAYAN MITHILA UNIVERSITY

KAMESHWARANAGAR, DARBHANGA

Research Policy

Presents policy, to guide and promote the research enterprises and ensure the integrity of scholarly inquiries at L N Mithila University, has been framed under Section 4(1)(b) of the Bihar State Universities Act, 1976.

1. Preamble

The transmission of knowledge through quality teaching and generation of new knowledge through conducting scholarly inquiries are two central and complementary functions of L N Mithila University, Darbhanga. They can be carried out effectively only if scholars are guaranteed certain freedoms and their achievements get properly acknowledged and rewarded. Keeping these underlying objectives in view, the present Research Policy has been formulated and approved by the authorities of the University.

2. Scope of the Policy

This research policy shall be applicable to all Departments, Institutes and Colleges of L N Mithila University, Darbhanga.

3. Policy Authority

The University has a full-fledged **Office of the Deputy Controller-I** to coordinate all research activities in LNMU and to administer / monitor the research activities being carried out at various Department and Centres. The Office of the Deputy Controller-I shall be responsible for the proper and effective execution of the present policy and other policies related to research activities, with the proper approval of competent authority.

4. Underlying Principles

The Syndicate and the Academic Council of L N Mithila University hereby affirms the following principles for guidance and promotion of research:

- i. Individual scholars should be free to select the subject matter of their research, to design and define their research proposals, to seek support from any source for

Handwritten signature and date: 24.02.2022


their works, and to state their findings and conclusions without any unreasonable interference or restriction. However, priority will be given to research proposals which are socially relevant and in tune with the academic vision of the University.

- ii. These findings and conclusions of scholars should be available for further scrutiny and verification.
- iii. Research techniques should not violate established research ethics and plagiarism policy formulated by the University and do not inflict injury or pain on human /animal subjects.
- iv. Where, because of limited resources, the University cannot support all research demands, it will allocate resources for research programmes based purely on the scholarly and educational merits of the proposed research, not on the possibility of the political or moral uses of its results.

5. Pre-requisite to Undertake Research

- i. All the research works leading to Ph D Degree shall fully comply with the Uniform Ordinance and Regulations Governing Award of PhD Degree by the Universities of Bihar, approved by the Hon'ble Chancellor vide Memo No.- BSU-05/2010-2684/GS(I) dated 21.09.2017 (amended up to date).
- ii. All the research works leading to D Litt. or D Sc. Degree shall fully comply with the Regulations approved by the University in 2012.
- i. The faculty of the University may formulate independent research proposals/projects for scholarly contribution and advancement of knowledge in his/her area of specialization.
- ii. Such faculty shall be required to submit the proposal of his/her research work and would make a presentation before **the Departmental Research Council (DRC)** for its approval.
- iii. The Departmental Research Council (DRC) shall consist of the following members:


a. Head of the Department	Convener
b. Dean of the Faculty Concerned	Member
c. All Teachers of the Department holding at least Ph D Degree:	Member
- iv. In case, the DRC finds that the synopsis is not up to the mark, it shall make specific suggestions for improving the proposal. The candidate, after making-the required improvements shall re-submit his/ her synopsis for approval.


24.02.2022

- v. In its next meeting the DRC shall recommend and forward the application to the Dean of Faculty for placing it before the Post Graduate Research Council (PGRC).
- vi. The Dean of the Faculty shall place all such recommendations before the Post Graduate Research Council (PGRC) of the University for final approval.
- vii. The composition of the PGRC shall be the same as prescribed in Section 32 of the Bihar State Universities Act, 1976.
- i. A letter shall be issued by the office of the Deputy Controller-I to all the candidates whose proposal has been approved or disapproved by the PGRC.
- iii. After approval of the PGRC the teacher concerned may pursue their research further. He/she will, individually or in collaboration with colleagues/other institutions may secure financial support/funding for research activities from external sources such as government/non-government agencies and industries etc.
- iv. Any such proposal for fund support shall be submitted by the candidate in the office of the Deputy Controller-I in format prescribed by the funding agency concerned. The said proposal shall be forwarded by the Deputy Controller-I to office of the Development Officer, wherefrom it will be processed further.
- ii. The research engagement(s) shall be balanced with the other responsibilities of the Department/Institute/College, including teaching and administration.


6. Research Incentive

- i. A fund shall be created by the University with the approval of the State Government under Section 48 of the BSU Act, 1976 to provide for **Research Incentivisation Grant**.
- ii. Every year an annual estimate of expenditure expected to be made on **Research Incentivisation Grant** in the ensuing financial year shall be prepared by the office of the Deputy Controller-I, which shall form the part of the University Budget for the year.
- iii. A **Research Incentivisation Grant** shall be provided to the teachers in regular appointment of the University having publication in SCOPUS/SCI/WOS journals with impact factor (Thompson Reuters). The faculty being the Sole/First/Corresponding author would be provided cash incentive of Rs. 10,000/- per publication. The faculty being a Co-author would be provided a cash incentive of Rs. 5000/- per publication. The cash incentives would be limited to a


24.02.2022

maximum two publications per teacher in any academic year and would be announced on the foundation day of the university.

- iv. To inculcate research culture and incentivise quality research provisions for Seed Money shall be made in the **Research Incentivisation Grant Fund**.
- v. Proposals from teachers in regular appointment of the University shall be invited by the office of the Deputy Controller-I every year in December/January.
- vi. Proposals pertaining to subjects under faculty of Science, Social Science, Humanities, Commerce and Fine Arts involving practical work and field work shall be awarded a seed money of Rs. 75,000/-, and for general projects (without practical work and field work) Rs. 40,000/- only per project on the approval of the Syndicate on the recommendation of the PGRC.
- vii. It shall be a onetime grant for two years. The amount shall be utilised to initialise the research project and to purchase materials, mini equipments, books and conducting field work. After completion of the project all the purchased items and remaining consumables shall be the property of the Department of College concerned and the scholar shall be required to return them back there.
- viii. The recipient shall have to submit the utilisation certificate every year along with the progress report. After completion of the project, he/she shall be required to submit the audited copy of the utilisation certificate along with the outcome of the project to the office of the Deputy Controller-I within one month. Failing to submit it on time, the entire amount of the seed money shall be recovered from his/her salary.


24.02.2022



LALIT NARAYAN MITHILA UNIVERSITY

KAMESHWARANAGAR, DARBHANGA

Research Ethics Policy

[Framed under Section 4(1) (1b) of the Bihar State Universities Act, 1976.]

1. Preamble

Sound ethical standards are a prerequisite for excellent research. Researchers often face a multidimensional responsibility: to society at large; to those who fund their research; to the institutions where they conduct their research; to the subjects of their research; and for their own. Reconciling those responsibilities entail ethical judgement. The intention informing this policy statement is that the University should provide a procedural framework to researchers in exercising such judgement. The policy has been framed in support of the wider commitments of the University to intellectual freedom and research excellence.

2. Scope of the Policy

In this policy, the term ‘researcher’ refers to staff (teaching/non-teaching) and students and to other persons engaged in a research project under L N Mithila University, to whom this policy applies as a condition, whether or not the research is conducted on the University’s premises or using the University’s facilities. **Ethical approval is required before the commencement of any research involving human participants/subjects or their personal data.**

3. Policy Authority

There shall be a Research Ethics Review Committee consisting of the Head of the concerned Department as a subject expert, Dean of the concerned Faculty as its members. Deputy Controller (PhD) shall be the convener of the Committee.

4. Ethical Principles

The Policy affirms and advocates the use of the following ethical principles:

- a. **Prevention of harm:** Researchers must seek to protect participants/subjects of study from physical and psychological harm during the research process. Researchers should not make frivolous use of participants/subjects of the study. Researchers must also take steps to protect their own physical and psychological well-being during the research process.

Here, ‘harm’ refers to a person’s actions causing physical harm (including sexual abuse), psychological harm (causing fear, alarm, or distress, or negatively affecting self-esteem) to another person; a person doing something illegal which adversely affects someone else’s property, rights, or interests.

- b. Informed consent:** Informed consent is widely accepted as the cornerstone of ethical practice in research that involves human participants or personal data. It entails providing participants with clear information about the purpose of the study, what their participation will involve and how their data will be stored and used in the long term. The informed consent process should stress that participation is voluntary and can be ended at any point during the research. The consent should be written, wherever possible. Research that proposes to use only verbal consent will need to justify why written consent is inappropriate for the study. Where the study involves more than a one-off research interaction, such as the case in the use of longitudinal research methods, it will be necessary to seek approval from participants at more than one juncture of the study.
- c. Rights to withdraw:** In giving consent, participants retain the right to withdraw his/her consent. If applicable, researchers should indicate at what point in the study participants can withdraw consent or request data destruction. Participants should also be informed of what measures are in place for consent to be withdrawn if required.
- d. Confidentiality:** Unless agreed otherwise, the findings from research should be communicated in a manner that protects the confidentiality of the participants. Researchers are expected to protect the confidentiality of the participant’s identity and data throughout the fullness of the research project.
- e. Anti-discriminatory:** Researchers should act in a manner that complies with the anti-discriminatory Section-5 of the BSU Act,1976.

5. Ethical Requirement

Ethics review is required for any study involving:

- Any experimental/survey work proposal involving human beings, mammalian species, endangered species and cell-line rated works shall require ethical clearance.
- Interviews, surveys, focus groups, observations of people, etc.
- User-generated data (e.g. from discussion forums, social media platforms, blogs, comments on posts or articles)
- The collection of any personal data/identifiable information (e.g. names, email addresses, IP addresses, social media profiles or meta-data, visual material, etc.), or use of any secondary data that include any personal data/identifiable information

- Any other information that could identify (or potentially lead to the identification of) a living individual. For example, where information from micro datasets, if combined, could lead to the identification of individuals, or where an online search for particular wording could lead to the identification of an individual.
- The potential that findings/conclusions/publication may have damaging repercussions for any individuals (reputation, stigma, bullying) or groups with protected characteristics.
- Any other reason why the research might raise ethical issues.

6. Procedure of Review

For ethical approval, researchers are required to read the Research Ethics Policy and to fill up the Ethical Review Checklist.

- If based on the Checklist, he/she finds that his/her proposal does not require Ethical Review, he/she will submit his proposal annexing the filled-up checklist duly signed by the candidate.
- If based on the Checklist, he/she finds that his/her proposal requires Ethical Review, he/she will then submit electronically the following documents to the official mail of Deputy Controller (PhD):
 - The Ethical Review Application Form (Annexure-II)
 - The Filled-up and signed Ethical Review Checklist (Annexure-I)
 - A copy of the research proposal

The Deputy Controller (PhD) will call upon a meeting of the Research Ethics Committee every quarter of the year. All the applications filed during a quarter shall be placed before the Committee to review the proposals. The decision of the Committee shall be communicated to the Researcher concerned by the office of the Deputy Controller (PhD). In case the Committee recommends any modification in the proposal, the researcher shall submit the revised copy which will be reviewed by the Committee in its next meeting. In case of rejection of the proposal on ethical grounds, the Committee will record the reason for such rejection, and the researcher shall be informed accordingly by the office of the Deputy Controller (PhD).


7. Education and Training

The University is committed to sustaining and encouraging ethical research conduct among researchers by the provision of training to equip them with the skills to recognise potential risks, and by raising awareness of the University's policy and procedures. For this,

appropriate training shall be provided through workshops and seminars for those undertaking research involving human participants and personal data, and for those responsible for ethical review of such research, so that knowledge and skills are up-to-date.

8. Right to Review Policy

The University reserves the right to review the policy as and when needed.


24.02.2022



LALIT NARAYAN MITHILA UNIVERSITY
KAMESHWARANAGAR, DARBHANGA

Annexure-I: The Ethical Review Checklist

Filter questions	Yes	No
<p>Will your research involves participants from any of the following groups:</p> <ul style="list-style-type: none"> • Children under 16 years of age (18 in England) • Protected adults • NHS patients or staff • Individuals engaged in criminal activity • Individuals in custody, care homes, or other residential institutions • Individuals impacted by a traumatic event such as war, displacement, acts of terrorism, abuse, discrimination, crime, disasters, life-changing illness or injury, bereavement • Individuals where there is any doubt over their capacity for freely given consent such as through cognitive impairment, language barriers, legal status, terminal illness. • Any other individuals where the researcher or SEC identifies a vulnerability that cannot be satisfactorily mitigated. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will your research involve sensitive topics such as:</p> <ul style="list-style-type: none"> • Criminal activity • Traumatic experiences like those detailed above • Self-identity i.e. gender, national, ethnic or racial identity • Body image • Mood or mental health conditions 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will your research involve the collection, creation or inference of special category data? Special category data is identifiable data that is also:</p> <ul style="list-style-type: none"> • personal data revealing racial or ethnic origin • personal data revealing political opinions • personal data revealing religious or philosophical beliefs • personal data revealing trade union membership • data concerning health • data concerning a person's sex life or sexual orientation • genetic data • biometric data (where this is used for identification) 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will your research involve collection, creation or inference of any other personal, confidential or sensitive data where you feel this might cause distress or that could cause harm should this data be intercepted?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is there a risk that the research may result in participants becoming distressed? (For remote research, consider that this may be harder to monitor and whether participants will be able to access support)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will your research involve the use of deception, the withholding of any information about the aims of the research or anything other than total transparency over your role as a researcher?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a Researcher answers YES to ANY of the above, his/her application will need the approval of the Ethical Review Committee.</p>		
<p>If a Researcher answers NO to ALL of the above, his/her application will be treated in consonance with the University Research Ethics Policy and NO review shall be required in that case.</p>		

24.02.2022



**LALIT NARAYAN MITHILA UNIVERSITY
KAMESHWARANAGAR, DARBHANGA**

Annexure-II: The Ethical Review Application Form

1. Applicant's Detail


Applicant's Name	
Designation	
Place of Posting	
Name of the Supervisor (if any)	

2. Project Title

- 3. Project description:** Give a concise narrative description without technical terminology of what you are proposing to do; who your participants are (e.g. age, organisation); how they will be approached/ recruited; where the research will take place (e.g. site, country); what methods you will use, (e.g. survey, interview). (900 characters for database reasons – using a font size of 11 or larger will help ensure that you do not go over this limit)

- 4. Ethical Considerations Involved:** Give an overview of both the ethical issues raised by your research and how you will address them. This could include the risks and benefits, how you will ensure consent (voluntary/informed); confidentiality and how your data will be managed to protect this; potential risks to participants such as distress or reputational harm. NOTE: this should not substantially duplicate the response given in 'Project description' above. (900 characters for database reasons – using a font size of 11 or larger will help ensure you do not go over this limit)

Signature of the Candidate


24.02.2022



LALIT NARAYAN MITHILA UNIVERSITY
KAMESHWARANAGAR, DARBHANGA

Information Technology Policy

[Framed under Section 4(1)(22) of the Bihar State Universities Act, 1976.]

1. Preamble

Today, most of the information is used and shared in a digital format by students, faculty, and staff, both within and outside the University. It is, therefore, essential to protect the information and the technology resources of the University that support it. The primary purpose of this Policy is to ensure increased protection of our information and Information Technology Resources to assure the usability and availability of those resources. The Policy also addresses the privacy and usage of those who access University Information Technology Resources.

2. General Principles

a. The balance between Academic Freedom and Accountability

Academic freedom, the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable interference or restriction, has been a fundamental value of L N Mithila University. This Policy will be administered in a manner that supports and promotes the principle of academic freedom. Members of the University community must be accountable for their access to and use of university resources. They have to be responsible to protect the University resources for which they have access or custodianship.

b. Personal Use and Privacy

The University will apply all legal and ethical restrictions to ensure the due privacy of its IT resource users. However, the University owns and supplies these Information Technology resources to its faculty, staff, and students fundamentally to accomplish its academic missions, hence these resources are primarily intended for use for the purpose of the University, not for personal or business communications.

c. Departmental IT Policies

Departments/Institutes within the University may adopt additional information technology policies that are specific to their operations, provided that such policies are

consistent with this Policy and the Department/Institute provides a copy of its policies to the Public Information Officer of the university. In the event of inconsistency, the provisions of this Policy will prevail.

3. Scope

a. Application

This Policy applies to everyone who accesses IT resources of the University, whether related to or affiliated with the University or not, whether inside the campus or from remote locations, including but not limited to students, faculty, staff, and guests. By accessing Information Technology resources of the University, the user agrees to comply with this Policy.

b. Definition

- i.** Information Technology Resources for purposes of this Policy include but are not limited to, university-owned transmission lines, networks, wireless networks, servers, exchanges, internet connections, terminals, applications, and personal computers which are used by the University under license or contract. It will also include but not limited to information recorded on all types of electronic media, computer hardware and software, paper, computer networks, and telephone systems.
- ii.** “Personal Communications” is limited to faculty and student research, teaching, learning, or personal (i.e., non-University related) emails, documents, and correspondence. All other emails, documents, and correspondence prepared by a faculty member, student, or employee in connection with his or her job responsibilities are defined as “University Communications”.
- iii.** “University Business” refers to the University’s activities and functions, including, but not limited to, administrative and academic functions in the areas of teaching, student life, and research, as well as supporting administrative services.

4. Data Classification and Access Restrictions

i. Legally Restricted Information

The disclosure of some of the information is restricted by laws like the Official Secrets Act, 1923, and Section 8 in The Right to Information Act, 2005, and other laws. Legally Restricted Information must be stored, used, and disclosed to others only on a case-to-case basis to permit the individual faculty or staff member to perform their university functions only. Access to legally restricted information must be carefully safeguarded.

PTL
24.02.2022

ii. Confidential Information

The information which is of sensitive or proprietary nature, the University users shall treat it as confidential. It will include information that the University has agreed to hold confidential under a contract with another party. Confidential information in electronic form must be stored in secure designated data centers or, if authorized to be stored elsewhere, only in encrypted (or similarly protected) form. It must not be stored on a desktop, laptop, or other portable devices or media without encryption or similar protection. If any such data is transmitted by e-mail or another electronic transmission, it must be encrypted or otherwise adequately protected.

iii. Information for Internal Use Only

Much information necessary for people to perform their work at the University is properly available to others at the university but is not appropriate to be known to the general public. Information for Internal University Use Only shall be protected behind electronic firewalls in secured offices and shall not be accessible to the public at large or media persons.

iv. Public information

Public information is information that is available to all members of the University community and may be made available to the general public. The University reserves the right to control the content and format of public information.

v. Accounts & Passwords:

The User of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else and it will only be used for educational/official purposes. The User guarantees that the Net Access ID will always have a password. Network IDs will only be established for Students, teachers, and staff who leave the University will have their Net Access ID and associated files deleted.

No User will be allowed more than one Net Access ID at a time and one login is permitted at a time, with the exception that faculty or officers, who hold more than one portfolio, are entitled to have a temporary Net Access ID related to the functions of that portfolio. For teachers and staff, the validity for Net Access ID will be for their tenure of service. For students, the validity for Net Access ID will be semester-wise and will be renewed on a semester basis after re-verification.

vi. Computer Ethics & Etiquettes

The User will not attempt to override or break the security of the University computers, networks, or machines/networks accessible therefrom. Services associated with the Net

Access ID will not be used for illegal or improper purposes. This includes, but is not limited to, the unlicensed and illegal copying or distribution of software, and the generation of threatening, harassing, abusive, obscene, or fraudulent messages or violating University policy prohibiting sexual harassment. It shall not be used for commercial purposes, to access TORRENT sites, to represent other organizations or companies, to material that violates pornography laws, or algorithms or software which if transferred violate such laws. Even sending unsolicited bulk email messages comes under IT Policy violation.

v. Social Networking

All Social networking sites are barred on the campus. Accessing such a site through PROXY or by using special browsers will result in the deactivation of his/her NET Access ID. Also, legal and disciplinary action will be taken against the rule violator.

5. Internet Connectivity to Hostels

University shall provide Internet connectivity to hostels for use of students/scholars. They will have to abide by No extra Internet fee/charges shall be levied upon the hostel boarders for the same. However, any theft of IT equipment installed in the hostels shall be deducted from the hostel borders collectively.

6. Account Termination & Appeal Process

Accounts on LNMU network systems may be terminated or disabled with little or no notice. If the termination of the account is temporary, due to inadvertent reasons, and is on the grounds of virus infection, the account will be restored as soon as the user approaches and takes necessary steps to get the problem rectified and communicated to the PIO of the same. But, if the termination of account is on the grounds of wilful breach of IT policies of the University by the user, termination of account may be permanent. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she should approach the PIO, justifying why this action is not warranted. Users should note that the University's Network Security System maintains a history of infractions, if any, for each user account. In case of any termination of a User Account, this history of violations will be considered in determining what action to pursue. If warranted, serious violations of this policy will be brought before the appropriate University authorities.

6. Enforcement


There shall be an IT Cell of the University which shall function under the Public Information Officer of the University. The Cell will include, among others, persons

having expertise in hardware and software. The Cell will routinely monitor the use of Information Technology Resources to assure the integrity and security of university resources. The PIO will refer suspected violations of applicable law to the appropriate university authority on time.

Violations of this Policy will be handled under normal disciplinary procedures as per the University Laws applicable to the relevant persons or departments. The University may suspend, block or restrict access to information and network resources when it reasonably appears necessary to do so to protect the integrity, security, or functionality of university resources or to protect the University from liability. Unauthorized access to the IT Resources by residents or employees residing nearby can lead to disciplinary action under rules against them and can lead to a fine of Rs. 50,000, and/or lodging an F.I.R.

7. Review

The university reserves the right to review the policy from time to time and to bring appropriate amendments as and when required.


24.02.2022



LALIT NARAYAN MITHILA UNIVERSITY
KAMESHWARANAGAR, DARBHANGA

Consultancy Policy

[Framed under Section 4(1)(22) of the Bihar State Universities Act, 1976.]


1. Preamble

Consultancy has been an effective way for universities to extend the benefits of knowledge generation beyond campus, to generate revenue, and to serve the society at large. However, the balance between consultancy and the traditional roles of the members of faculty and staff needs to be managed so that the interests of the University may be protected. This Policy provides provisions for conducting consultancy to ensure that the tasks undertaken by the members of faculty and staff of the University are consistent with the University Laws and meets its strategic and operational objectives.

2. Scope of the Policy

The present policy covers all the consultancy services that the members of faculty and staff of the University shall offer to any outsider agency/organisation/person. It may be in the form of:

- a. University Research Consultancy:** A Research Consultancy exists where an staff (teaching/non-teaching) of the University provides research skills or expertise in return for remuneration from an external financing.
- b. University Non-research Consultancy:** The Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services provided to external agencies 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 designing, legal and technical advices undertaken by the members of faculty and staff.
- c. Private Consultancy:** In principle a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by the Vice Chancellor,.


24.02.2022

However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties and obligations to the University.


3. The Policy

All Research/Non-research/Private consultancies shall be governed by the following guiding principles.

- a. There should be demonstrable benefit to the University from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- b. The Consultancy must not be in conflict with university laws/policies including Statutes governing employment and the Code of Conduct. The Consultancy must not be in conflict with the functions, objectives or interests of the University or damage the its reputation.
- c. Staff members shall not undertake external research activities where no formal agreement has been authorized by the University.
- d. The revenue generated from the consultancy project is shared by the member and the university in a 70:30 ratio after deducting the overheads and all other expenses met by the university.
- e. The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week.
- f. The services of permanent employees of the University may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the University.
- g. Students who are willing to work on consultancy projects may be permitted as per University norms to do so provided it does not affect their academic commitments and performance. Such students may be compensated by suitable honoraria already provisioned in the consultancy budget.
- h. Travel out of the campus on account of consultancy activities provided it is within consultancy budget should be undertaken with approval of the Vice-Chancellor.

4. Consultancy Approval Process


- a. Consultancy projects may be initiated either by requests / enquiries from the industry to the University or by discussion between the industry and the Consultants.
- b. When the enquiry is directly received by the University, the work will be assigned to specific consultants or groups of consultants depending on their expertise, and existing commitments, by the Vice-Chancellor.


24.02.2022

- c. In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person with the approval of the Vice-chancellor.
- d. The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh cost estimate may be put forward for client consideration.
- e. The Consultant is responsible for maintaining the financial records of the project/test services. He / She should submit an audited detailed income-expenditure statement to the Finance Officer of the University on successful completion of the consulting work.

5. Right to Review Policy

The University reserves the right to review the policy as and when needed.


24.02.2022

APPENDIX-1
Consulting Assignment Format

4

Job No.

Date:

Sl. No	Category of job: Expertise based consultancy
1	Name of Consultant:
2	Department/Centre/School:
3	Cost estimate:

S.No.	Head of expenditure	Amount (Rs)
i.a.	Consultant Fee (CF)	
i.b.	External Consultant ($\leq 40\%$ of vi)	
ii	Charges for Personnel in Technical Services (CPTS)	
iii	Project Staff Salaries (PSS)	
iv	Operational Expenditure (OE)	
v	Overheads	
	(20% of i+ii+iii+iv)	
vi	Total	
vii	GST (as applicable)	
	@ 18% of vi as example	
viii	Grand Total (vi + vii)	

Note: GST will change as per nature of consultancy project and the rules and regulations of Government of India as may be amended and would be applicable from time to time.

Signature of the Consultant:


Date:

Copies to:

Concerned Head of the Department

Registrar,

Vice-Chancellor for Needful Approval


24.02.2022