

University consultancy:

This form is for the use of members of staff who plan to undertake University consultancy for an external client.

Please contact the office of Dean R&D/ Centre for Consulting and Entrepreneurship (CCE) for any clarifications.

CONSULTANCY TYPES

Category 1

Expert Advice and R&D Consultancy: with Regular Faculty as the Principal consultant

Category 2

Project Consultancy: with full time regular staff as the principal consultant

Category 3

Service Consultancy: with full time regular staff as principal consultant

Category 4

Retainer based consultancy: This type of consultancy will involve a fixed tenure engagement of a faculty member of the UNIVERSITY with a business organization for providing expert advisory services

Time:

The University may allow staff the opportunity to embark on up to 36 days consultancy. The per month engagement of any faculty in retainer based consultancy will be limited to a maximum of three days

Infrastructure Usage:

Physical/Technical/Intellectual infrastructure of the UNIVERSITY may be offered to undertake the consultancy services.

Fees:

All payments related to Consultancy work received by the UNIVERSITY will be managed by CCE. The annual income from consultancy engagements for any non-faculty staff member of the UNIVERSITY shall not exceed the monthly total salary of that employee

External Consultants:

The permissible level of engagement of external consultant(s) in any consulting engagement is limited to a maximum of 30%

Governance:

A Centre for Consulting and Entrepreneurship (CCE) chaired by Dean (Research) will be representing the UNIVERSITY in consultancy engagement with any CLIENT.

Further Details:

You may refer University's Policy and Regulations on the Conduct of Consultancy

Category	Consultancy Project					
	Category 1	Category 1	Category 2	Category 2	Category 3	Retainer
With UNIVERSITY Infrastructure Usage	No	yes	No	yes	yes	
Total Amount	G	G	G	G	G	G
Service Tax	T	T	T	T	T	T
NET Amount	N=G-T	N=G-T	N=G-T	N=G-T	N=G-T	N=G-T
CCE Share	0.05N	0.05N	0.05N	0.5N	0.5N	0.05N
Staff Welfare Fund	0.05N	0.05N	0.05N	0.05N	0.05N	0.05N
Dept./Centre Overhead	0.1N	0.1N	0.1N	0.1N	0.1N	0.1N
Cost* Involved in Executing the project	C	C	C	C	C	C
Consultancy Team share	0.7*(0.80N-C)	0.4*(0.80N-C)	0.5*(0.80N-C)	0.3*(0.80N-C)	0.3*(0.80N-C)	0.6*(0.80N-C)
University/CCE Share	0.3*(0.80N-C)	0.6*(0.80N-C)	0.5*(0.80N-C)	0.7*(0.80N-C)	0.7*(0.80N-C)	0.4N*(0.80N-C)

The honorarium for Principal Consultant and any consultancy team member who is a regular staff of the university should not be included in the cost calculations.

* Any other costs including honorarium for students/external members involved in the consultancy team can be included in the cost calculations.

* In category 1, the Consulting team will have the option for accumulating 80% of the remaining funds (0.08*(0.08N-C)) to the Research Fund and in that case, the balance 20% (0.08*(0.08N-C)) will be treated as CCE/UNIVERSITY share

Section 1 Consultant Details

1.1 Your Name

1.2 Employee Number

1.3 Designation

1.4 School

1.5 Details of Previous Consultancy assignment:

Section 2 Consultancy/Project Details

2.1 Client Organization :

2.2 Type of Organization :

2.3 Consultancy Category

2.4 Contact Name and Designation

2.5 Telephone

2.6 Description of work to be undertaken and expected deliverables (attach client description of work if available)

2.7 Project Time Line

Proposed Start Date

End Date

2.8 Documents – Agreement between University and Client

Memorandum of Understanding (MoU)

Non-Disclosure Agreement (NDA)

Statement of Work (SoW)

Any others, specify

2.9 Fees

Indicative Budget:

Payments Schedule:

Section 3 Other Collaborators

3.1 If other members of staff at the University will be involved in this consultancy, please list names and percentage/days of involvement

3.2 Details of external consultants, if any. You may also mention the percentage of their involvement

Signatures

Consultant

In charge – Office of CCE

Office of Dean (R&D)