

# Sidho-Kanho-Birsha University

## Guidelines for Consultancy

### (For the Faculty Members)

The University encourages the faculty members to formally share their knowledge and expertise with other organizations/institutions/departments etc in the form of "Consultancy". Here "Consultancy" means an activity which entails sharing of knowledge and expertise with other organizations/institutions/departments etc. to solve some technical problems in consideration for money. In respect of consultancy, the University frames the following guidelines for its faculty members.

1. Before executing the final agreement, all Consultancy assignments are to be approved by the Registrar. A faculty member intending to apply for obtaining any such approval from the Registrar in respect of any consultancy service must clearly mention the name and nature of the organization with whom the consultancy agreement will be made, type of activities, type of assistance required, time of engagement and amount of fee/remuneration to be charged and other relevant details in the application to the Registrar, SKBU.
2. Coaching, in any form, will not be treated as Consultancy. Partnership with some Business or Commercial House also will not be treated as Consultancy.
3. It is expected that the faculty members or any other staff who would be offered for Consultancy, should check the credibility of the institution/organization at first. SKBU will not take any responsibility in the event of arising any untoward incident due to lack of sufficient information in respect of credibility of the institution/organisation.
4. It is to be kept in mind that the faculty members' primary obligation and responsibility lies with the SKBU and it is expected that for providing consultancy to any institution/organisation, he/she will not hamper the academic or research interests or examination related duties of the department and the University. No special leave will be sanctioned to the faculty members or any other staff of the university for Consultancy assignments. He/she will have to take the necessary leave from his/her normally due duty leave duly forwarded by respected HODs and Deans and finally approved by the Registrar.
5. The concerned faculty member should inform the Registrar in advance of his dates of assignments in other institutions/organizations/departments etc. and take prior permission from the Registrar, SKBU (Application should be forwarded by respective HODs and Deans).
6. The University will charge 7.5% of the total amount of Consultancy as Overhead Charges.



*N. B. Das*

Registrar  
Sidho-Kanho-Birsha University  
PURULIA