



PROPOSED CONSULTANCY POLICY 2026

1.0 The University of Lucknow (UL), a multidisciplinary State University comprising Faculty of Engineering, Faculty of Management Studies, Faculty of Science, Faculty of Yoga & Alternative Medicine, Faculty of Agriculture, Faculty of Arts, Faculty of Commerce, Faculty of Law, Faculty of Fine Arts, Faculty of Education, Faculty of Engineering & Technology, Faculty of Abhinavgupt and several Institutes etc. encourages consultancy services in addition to teaching and research. These consultancy activities strengthen academic relevance, societal engagement and generate revenue for the development of the University. The University had drafted its Consultancy Policy and got it duly approved by the competent authority in 2020.

This proposed policy is more detailed and inclusive and will come into effect from the date of its approval by the competent authority and will render all other policies ineffective which remained in force till such a date.

1.1 In this policy, the Head of University means Vice-Chancellor of University of Lucknow. The Vice Chancellor may designate the Director Consultancy to facilitate issues related to consultancy.

1.2 All the members of the academic staff (working in regular and self-financing courses) of the University shall be encouraged to engage themselves in consultancy services to such an extent that it does not interfere with the discharge of their academic duties. Consultancy is work of a professional nature, undertaken by members of university in their field of expertise, for clients outside the institution, for which some financial return is obtained. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. It will be governed by short-term contracts while making minimal use of university resources. It would be an additional management responsibility for university, and would involve extra work for existing university staff. Therefore, the university will charge apart of the consultancy fee from the member of university who is engaged in consultancy.

Attempts should also be made to involve the research/ post graduate students in such works. The technical staff of the University having Ph.D. degree and expertise in the related Field will also be permitted to undertake consultancy job as co-investigator. All consultancies, whether carried out by an individual or a group of teachers across different departments/Faculties irrespective of the quantum of facilities of the University availed, will be considered as University Consultancy. Each consultancy project will be the responsibility of the person (Principal Investigator and Co-Principal Investigator) concerned for its correctness, validity, accuracy, etc.

1.3 The consultancy may involve, but is not limited to:

(a) Visit to actual sites of work place of organization, institutions, industries, entrepreneurs, and other external agencies to assess the nature and magnitude of the problem faced and services required in terms of technical, nontechnical, training, management development or any professional services required.

(b) Rendering expert advice, professional services, testing, evaluation, training/development, surveys, feasibility studies, audits, legal/managerial opinions, policy analysis, design, experimentation, services in terms of materials, design, process, product, project, fabrication, investigation, expert opinion, remedial measures, clinical/field-based advisory services, services related designing and decorating offices and allied activities relevant to all departments in various Faculties of the University.

c) Surveying of land, traffic, infrastructure, market, plant and machinery, techno-economic feasibility, damages, environment, pollutants, wastes, animals, birds, plants, business, etc.

(d) Undertaking project, investigation and/or research work in connection to (b) and (c) s above.

1.4. This consultancy policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of intellectual level of the society at large. Such activities, among others, would be: external examinership, lectures and conference presentations, editorship of academic journals or the publication of academic articles, royalties from authorship and publication of books, professional arts performances, charitable services, any other as decided by the Vice Chancellor.

2.0 Consultancy Management Committee

2.1 There shall be a Consultancy Management Committee (CMC) as per clause (2.2) of these rules to manage and promote the Consultancy works.

2.2 A CMC consisting of the following members will decide about various issues as may be enunciated hereinafter which may arise in management and implementation of a Consulting project and utilization of the saving there from.

- i. Vice-Chancellor or his nominee - Chairman
- ii Director Consultancy-Member-Secretary
- iii. Secretary, Lucknow University Alumni Association - Member
- iv. Deans of all the Faculties of the University - Members
- v. Finance Officer or his nominee- Member
- vi. Registrar or his nominee -Member

The Committee may decide any other procedures / provisions / rules and rates of consultancy etc. as may be needed from time to time with the approval of the Vice- Chancellor.

2.3 The Vice Chancellor may appoint a team of members representing each Faculty of the University to assist the Director Consultancy in the day-to-day functioning of the Consultancy.

3.0 University Consultancy Projects

3.1 Consultancy Projects:

A project referred to the Head of the Department (HoD) by Registrar/Déan/Vice Chancellor will be announced by HoD in the expert group in the area of project. This may have two investigators, if possible. After seeking the interest, the HoD will decide the Principal Investigator (PI)/ Principal Consultant and Co-Principal investigator (Co -PI)/Co-Principal Consultant. Further, a project referred to an individual faculty member needs to be approved by the Vice Chancellor for being taken up. However, for centers/departments/ institutes with special character different from normal teaching departments, the respective

centers/departments / institutes/ units may also carry out consultancy works, subject to the approval of the CMC and the Vice Chancellor.

3.2 Testing Work:

For the works which involves the use of laboratory to test the items from clients. The Consultancy Management Committee with the help of the respective Head of the Department, will decide the rates of such works. Rates should be revised every two years. In case of non -revision of such rates due to any reasons whatsoever, the prevailing rates will continue to apply.

3.3 Any controversy arising out of the assignment of testing and consultancy work or non-acceptance of any consultancy project by the authority mentioned in Clause 3.1 is to be referred to the Consultancy Management Committee for the purpose of the final decision. The Consultancy Management Committee is also authorized to consider prestigious project proposals received by the University and take appropriate decision to accept such projects to be carried out on a consultancy basis. Payment related issues must be approved by Vice-Chancellor.

4.0 Charges for Consultancy Projects:

4.1 Consultancy Charges

The total agreed charges of consultancy project will consist of the University share, Consultant/PI's share, actual expenses (equipment cost, travel cost, contingency, student hiring, hospitality, etc.) and the remuneration to be distributed to the faculty and staff, if any. The remuneration will be paid to the faculty/staff as per norms and on the recommendation of the Investigators and approval by the competent authority. A separate account for Consultancy Projects will be opened and operated by the Finance Officer of the University. The process of payment to PI, Co-PI; faculty, staff, bill settlements, etc. shall be completed within six weeks of bills received by the Accounts Department provided payment has been received from the client organization/individual clients

4.2 Charges for Testing Job/Hourly Consultation

The University may undertake testing jobs or hourly consultation at a standard fee which is approved by the Vice-Chancellor with the recommendation of CMC. The testing reports /consultancy reports will be countersigned by Head of the Department. However, the responsibility of the assignment shall solely lie on the Investigators. In certain cases of consultation which are very personal and confidential, there will not be any need for submitting the reports. This includes psychological reports, horoscope etc. Permission for such waivers has to be obtained from the Vice Chancellor.

4.3 Realization of Consultancy Fee

(a) Normally the entire fee in connection with consultancy/testing work is to be deposited by the client in full before the work commences. In cases, where the work is started with only partial cost or no cost deposited in advance, the arrangement of subsequent receipt of funds from the client has to be clearly spelt out in advance and approved by Finance Officer/Registrar through Director, Consultancy.

(b) All payments from clients including GST will be received by the Registrar on behalf of the University and got deposited in the University account/Consultancy account by Finance Officer.

4.4 It is the responsibility of the Investigators to inform the client/firm about the consent for taking up consultancy project at the approved consultancy charge subject to the terms and conditions laid down by the Consultancy Policy of the University.

5.0 Types of Consultation Funds

5.1 Account Section Pool Fund (ASPF)

Some percentage of project cost will be deposited in the Account Section Pool to distribute the money among the staffs of Account Section for the Consultancy related work. On the recommendation of Finance Officer and approval of Vice -Chancellor of the University, the distribution will be done. A proper care shall be taken to distribute the funds based on work load shared by the staff. If Finance Officer feels that consultancy work demands so, he may hire any part -time or out -source employee and his/her payment will be made from this fund. In such a case, the distribution to other employees of Account Section will be made after deducting the payment already made to such an employee. For accounting purposes, the distribution will be done at the end of each financial year.

5.2 Departmental Pool Fund (DPF)

Some of the share will be used for the honorarium to staff including office and labs, etc. on the approval of competent authority. On the recommendation of PI and approval of Vice -Chancellor of University, the distribution will be done. A proper care should be taken to distribute the fund on the basis of work load of the staff. For accounting purposes, the distribution will be done at the end of each financial year.

6.0 Norms for Expenditure

6.1 The Principal Investigator may get specific work done on payment from outside with the approval of Vice -Chancellor.

6.2 The Investigators may engage University Student as Student Assistants for consultancy work on payment of Rs. 100/- per hour subject to a maximum of 50 hours per month. However, students receiving fellowship from any external agencies/institutes shall not be entitled to such payments.

6.3 Expenses incurred on reasonable hospitality not exceeding 5% of gross fees contracted or Rs 5000/-, whichever is less, for the projection connection with the consultation work can be charged. For larger expenditure, approval of CMC will be necessary.

7.0 Distribution of Consultancy and Testing Funds

Testing and consultancy work will be categorized in following parts:

Type of Work	Category	University Share (A)	Consultant's Share (B)	DPF	ASPF
Category I	Testing Work with Lab (Science, Engineering)	40%	60%	2.5% B	2.5% B
	Testing Work with Lab (Others)	30%	70%	2.5%.B	2.5% B
Category II	Onsite Testing Work (Science, Engineering)	40%	60%	2.5% B	2.5% B

	Onsite Testing Work (Others)	30%	70%	2.5% B	2.5% B
Category III	Consultancy Work with/without Lab Work (Others)	30%	70%	2.5% B	2.5% B
	Consultancy Work with/without Lab Work (Science, Engineering)	40%	60%	2.5% B	2.5% B

If the total earning of a faculty/staff from consultancy and testing including all categories exceeds 75% of his/her gross annual salary, then, in the new project where that faculty is involved, 50% of the amount will be the University share and remaining 50% will be the consultant's share. The distribution of consultancy amount realized will be as per the following tables.

7.1(a) Testing Work with Lab (Science) Only:

Description	Amount in Rs
Total amount received	A
GST	B
Balance (A -B)	C
Expenditure	D
Money to be distributed (C -D)	E
University Charge (40% E)	F
Remaining Amount for Distribution (60% of E)	S
Distribution of S	
Principal Investigators (95% of S)	G
Departmental Pool Fund (2.5% of S)	H
Account Section Pool Fund(2.5% of S)	I

7.1(b) Testing Work with Lab (Non-Science):

Description	Amount in Rs
Total amount received	A
GST	B
Balance (A -B)	C
Expenditure	D
Money to be distributed (C -D)	E
University Charge (30% E)	F
Remaining Amount for Distribution (70% of E)	S
Distribution of S	
Principal Investigators (94% of S)	G
Departmental Pool Fund (2.5% of S)	H
Account Section Pool Fund(2.5% of S)	I

7.2 Onsite Testing Work:

Description	Amount in Rs
Total amount received	A
GST	B
Balance (A -B)	C
Expenditure	D
Money to be distributed (C -D)	E
University Charge (30% E for Non-Science & 40% of E for Science)	F
Remaining Amount for Distribution (70% of E for Non-Science & 60% of E for Science)	S
Distribution of S	
Principal Investigators (95% of S)	G
Departmental Pool Fund (2.5% of S)	H
Account Section Pool Fund(2.5% of S)	I

7.3 Consultancy Work:

Description	Amount in Rs
Total amount received	A
GST	B
Balance (A -B)	C
Expenditure	D
Money to be distributed (C -D)	E
University Charge (30% E for Non-Science & 40% of E for Science)	F
Remaining Amount for Distribution (70% of E for Non-Science & 60% of E for Science)	S
Distribution of S	
Principal Investigators (95% of S)	G
Departmental Pool Fund (2.5% of S)	H
Account Section Pool Fund(2.5% of S)	I

In case of more than one Investigator, the share will be distributed as 50% of S to PI and the remaining 45% of S among other Investigator/s.

8.0 General Conditions

8.1 Individuals or Departments may take up consultancy work only after taking approval of the Vice Chancellor on the prescribed format given in Annexure 1. The report of all types of Testing and Consultancy Projects will be prepared in triplicate and signed by Investigators. The Head of the Department shall be given a copy to keep in the department records in sealed envelope. PI will send a copy to the concerned Client and keep a copy for the record. Demand of report by other than client through RTI or other ways should only be done after approval of competent authority of the University.

8.2 For projects involving only site visits for consultation work and/ or personal discussion, fees may be charged on per day basis at mutually acceptable rate subject to a minimum of Rs. 5000/- per man-day (with minimum one day), including the days spent on-travel.

8.3 For technical and other staff, making only site visits outside the scope of an ongoing consultancy project, fees may be charged on per day basis at minimum of Rs. 1000/- per man-day (with minimum one day).

8.4 For consultation operating on an hourly or less than an hour basis, consultation fee will be charged and shared between the University and Consultant as per approval obtained from the CMC.

8.5 The Investigators may, with the prior permission of Vice Chancellor through Director Consultancy avail the services of persons not in the University service as Investigators. In such a case, the Principal Investigator shall necessarily be the faculty member of the University. For the purpose of consultancy project, PI shall function as Head of the department.

8.6 Duty leave will be admissible for individual consultancy work within the overall limits of the duty leave in a calendar year subject to making alternative arrangement for teaching load and other University assignments during the leave period. For absence beyond available duty leave, leave as due may be taken by the staff member. For Departmental consultancy work, persons concerned will be treated on duty during absence from the campus. Any absence from the Headquarters in connection with consultancy project of any type will be with the prior approval of HOD or competent authority as notified from time to time.

8.7 The duration of any consultancy activity will be limited to that mentioned in the approved agreement. Any extension of consultancy work would require prior permission of the Vice Chancellor.

8.8 Each consultancy project will have Investigator (s) (PIs) who will be the faculty member in the service of the University and who will be responsible for signing the Memorandum of Understanding (MOU), if required, along with Dean, & Registrar on the basis of the "Guidelines for M.O.U." that will be provided by the Consultancy Management Committee with the approval of Vice Chancellor.

9.0 Project Initiation and Management

9.1 Appointment of Principal Investigator (PI) and Co-Principal Investigator (Co- PI):

The client (sponsoring organization, which gives the consultancy) usually approaches the University for consultancy work through a faculty member or a functionary of the University (i.e. Head of the Department, Director Consultancy, Registrar or Vice Chancellor). When a faculty member is approached for the work, he will be the Principal Investigator. If he does not wish to be the Principal Investigator, the HOD/ Unit head will identify a suitable person as PI Co-PI. If the project is referred to a functionary, the Principal Investigator would be identified by the concerned HoD.

9.2 The Principal investigator will take approval for undertaking the consultancy project from the Vice Chancellor through the Director Consultancy on the prescribed form. After the approval, the Director Consultancy will assign a Job Number to the project and inform the same to the Principal Investigator and the Head of the concerned Department. This completes the process of initiation of a consultancy project. Normally, this process should take about 5-7

working days. The above Job Number must be quoted in all subsequent correspondence within the University. The project file will be closed with the submission of final project report and final settlement of accounts etc. and kept in the office of HOD concerned.

9.3A copy of all the reports submitted to the "Client Firm" will be filed in the Department. In case, the information in the report is considered to be classified by the Consultant/Client firm, a brief note to this effect may be filed with the Department/Centre and Director Consultancy with a copy of the report in a closed envelope. In certain cases, exemption from report filing may be given by the Vice Chancellor (e.g. horoscope report). A certificate from the client that the work has been completed satisfactorily is generally not required except in controversial cases. However, if the client is not satisfied with the work of the consultants, it is the responsibility of the consultant to satisfy the client or else to approach Consultancy Management Committee to settle the issues, if any. Considering the report of Consultancy Management Committee, the decision of Vice Chancellor will be final and binding in this regard.

9.4 Travel: The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. There will be no restriction placed by the University, on the mode of travel on grounds of entitlement. DA will be paid as per University rules. All these expenses will be met out from the consultancy project funds.

9.5 Outside Investigators: Provision for outside investigators is to be normally discouraged. If necessary, a provision of outside investigator will be made at the time of acceptance/approval of the project after obtaining approval from the Director, Consultancy or Consultancy Management Committee. An amount of Rs. 20,000 or 10% of the consultancy fee whichever is lower can be paid to outside investigators. However, normally in no case payment exceeding 20% of the total consultancy fees (after accounting for expenses) shall be allowed to outside investigators.

9.6 Collaboration with outside organizations/subcontracting: If collaboration with outside organization/institutions or subcontracting a part of the project is envisaged, the nature and scope and financial budget of the proposed arrangements will also be defined at the time of project approval.

9.7 In addition to academic and technical staff, the Investigators may distribute up to Rs. 4000 or 2% of the consultancy amount whichever is less remuneration as to the other staff of the department for miscellaneous assistance rendered in the execution of the project. This will come under the expenditure if honorarium is not paid to that staff.

9.8 Disagreements/Disputes:

(1) Any disagreement within the University arising at any stage of a consultancy project will be resolved in consultation with Consultancy Management Committee to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

(2) In case of any dispute arising at any stage of consultancy project between Investigator (s) and the clients, the Investigator (s) will be responsible for settlement of the dispute.

10.0 Arbitration

1. In the event of any dispute or difference at any time arising between the parties relating to consultancy project or any other clause (s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the

consultancy or otherwise in relation to terms, whether during the consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute shall be resolved through arbitration. The Vice Chancellor of the University shall be the sole arbitrator and decision taken by him/her shall be final and binding for both the parties.

2. All legal action will be subject to jurisdiction at Civil Courts at the location of the University (High Court at Allahabad, Lucknow Bench and District Court at Lucknow).

11.0 Liability

In the case of any legal dispute arising between the Investigator (s) and the clients such that the Investigator (s) are in any way, held responsible for the losses incurred by the client such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = 'The total amount charged for the project' minus 'the expenditure of the project'.

It is in the interest of the Investigators to bring this fact to the notice of the client. The expenditure as determined by the University will be calculated as the expenditure likely to have been incurred till such date on which the clients informed the investigator in writing to stop work on the project, for an ongoing project, or till the end of the project for completed project. This amount does not include the remuneration paid to the Investigator (s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis.

12.0 Submission of the requisite report on the work itself shall constitute the Utilization Certificate/ Final Bill. The department concerned shall keep the testing samples/ material for maximum period of six months in its safe custody. Any dispute arising on the testing projects will be considered time barred after six months and the University shall not be under any obligation to furnish the desired testing sample/material used for testing. The testing report should clearly indicate this fact.

13.0 Rules for Academic Consultancy Work (Objectives, Norms and Guidelines for Self-Sponsored Academic Events (Seminars, Conferences, Workshops, Courses, Interns, Symposia, etc.)

To facilitate the up-gradation of knowledge and skills of the students/staff and to support the professional development of the faculty of the University, the following guidelines will be followed for organizing self-financed academic events in the University.

1. Pedagogical and technological programme like International/National Conferences, Symposia, Seminars, Workshops, Faculty Development Programs (FDPs), Short Term Training Programs (STTPs), Summer Internship, Refresher courses or any other such programmes may be organized by the faculty members. The program should aim for enrichment of theory and technological skills, knowledge, upgradation of the motivational and communication skills of the participants as per the changing scenario of Higher Education.

2. The course/ training program may be organized by the faculty at Department Level /University Level independently or in collaboration with Ministry, Govt. Agencies, Societies/ Institutes or Private Industry.

3. The proposed event may be funded by (i) Registration fees from Participants alone (ii)

Ministry or Govt funding agencies like AICTE, UGC, AICTE, DST, QIP Centre etc. (iii) Sponsored by a Society like Institution of Engineers., IEEE etc. (iv) Fully sponsored by the industry (v) Mix of the above modes (should be specified by the Principal Coordinator)

13.1 Operation of the Events

1. Teachers will be encouraged to organize academic events like International/National Conferences, Symposia, Seminars, Workshops, Faculty Development Programs (FDPs), Short Term Training Programmes (STIPs), Summer Internship, Refresher courses, or any other such programmes which provide opportunity to acquire new knowledge and skills in the relevant areas. The programme should be self-financing and should be able to support the expenditures to be incurred on it.

2. The Principal Coordinator shall ensure that the post course Summary Sheet, Feedback form from participants, Utilization Certificate and Statement of Expenditure of Accounts for the income received and expenditure on the program are submitted after the completion of the event.

13.2 Guidelines

Following guidelines may be adhered to:

01. All the self-sponsored events organized by the faculty will come under the purview of Academic Consultancy.
02. Proposal will be submitted by the Principal Coordinator jointly with the written consent of the Co-Coordinator. The proposal should be accompanied by the letter of intent from the collaborative institute/organization wherever available/applicable.
03. The proposal has to be forwarded by the Head of the Department as token of making the facilities available in the Department for the said activity. Proposal complete in all respects should be sent to the Director Consultancy.
04. The event shall be self-financed. The teachers (working in regular & self-financing courses) may organize such events at Department / University Level independently by utilizing the registration fees of the participants only or the Principal Coordinator may raise funds in collaboration with any Ministry/ Govt. Agencies/ Industries/ Professional Societies etc.
05. In case of collaboration with Ministry or Government Agencies, the funds will initially be received by the University and it will be transferred to the Principal Coordinator account only after the due permission from Vice Chancellor.
06. Refundable seed money of Rs. 30,000 / may be sanctioned by the University as an advance to meet the starting expenses. The PI can open a Bank Account for the event in the name of event with approval of Vice Chancellor.
07. The funds raised/received shall be deposited in the account operated by the Principal Coordinator / Co-Coordinator. All the expenditures are to be made by the Principal Coordinator. He/She will maintain the complete account of all the expenditures incurred. The event should be closed financially within six months of the last day of the event.
08. The administrative and financial powers for satisfactory conduct of the course will rest with the Principal Coordinator.
09. Funds once released / sanctioned for organizing the particular course should not be utilized for any other program.
10. In case the event is cancelled, the funds will be returned to the Collaborating agency/ Society sponsoring the event, immediately.
11. The Honorarium to Coordinator(s), internal faculty and staff shall be paid after meeting all the expenses of the course. Any savings generated after meeting all the expenses shall be contributed to the University and coordinator(s) as per the percentage prescribed in the

norms. Distribution of the savings shall be done by the Finance Officer through Director Consultancy.

12. After the completion of the event, the Principal Coordinator of the event shall submit the (a) Post Course Summary Sheet (b) Feedback form from Participants (c) Utilization certificate and statement of expenditure of accounts for the income received and expenditure for the program duly signed by Principal Coordinator of the event (d) Soft and Hard Copies of Instruction Material to be placed in the University Library through the Director Consultancy.

13.3 Norms for Payment of Remuneration Honorarium to the Faculty/Supporting Staff Involved in the Programs and Other Charges/ Expenditures

Honorarium for Coordination (to be shared among Principal Coordinator and coordinators recommended by Principal Coordinator)

Course Duration	Honorarium
< one week	Rs. 20,000
one week to less than 4 weeks	Rs. 35,000
4 weeks to 8 weeks	Rs. 50,000

Honorarium for Faculty/ Laboratory Staff

Lecture /Laboratory Details	Faculty	Laboratory Staff
Lecture (1&1/2 Hour)	Rs. 5,000	NA
Laboratory (1 Hour)	Rs. 1,500	Rs. 1,000 per session of 2 hrs. for up to 30 participants (to be shared amongst all Lab staff)

Note:

- No single faculty member shall take more than 40% of Total contact sessions (of Lectures + Tutorials + Practical)
- The expert faculty will provide hard copy of lecture notes along with hard copy and soft copy of the PPT to the Principal Coordinator.
- In case, the sponsoring agency does not provide for any honorarium to the PI, up to 50% of overhead charges granted by it may be given to the PI.

Honorarium for Staff of Dept. Involved in organizing the programme	Up to 2 weeks: 5,000 More than 2 weeks 7,500
Honorarium for Processing Team (Staffs)	Up to 2 weeks: Rs. 2,000 More than 2 weeks: Rs. 3,000

Disbursal of savings (If any)

Percentage share of saving	Beneficiary
30%	University
60%	To Coordinator(s) Professional Development account in the proportion specified by Principal Coordinator
10 %	University Faculty/Staff Welfare Fund

UNIVERSITY CONSULTANCY PROJECT APPROVAL FORM

(for approval of consultancy work by the Vice Chancellor)

1. Basic Information

Name of Faculty Member (Consultant)

Designation

Department / Faculty

Employee ID

Contact Details (Email / Phone)

Provide details as stated in 1 for Co-PIs, if involved

2. Consultancy Project Details

Title of Consultancy Project

Nature of Consultancy (Individual / Institutional)

Type of Client (Govt / Private / NGO / Individual / Other)

Name of Client / Organization

Client Address & Contact Person (Name & Contact Details)

3. Scope of Work

Brief Description of Consultancy Assignment (Objectives, activities, and deliverables):

Expected Outcomes / Deliverables:

4. Duration of Consultancy

Start Date

End Date

Total Duration

5. Financial Details

Total Fees (A+B+C+D+E) +18% GST

Payment Terms / Milestones

Details of Expenditure

a.

b.

c.

A. Total Expenditure

B. Proposed Distribution (Consultant %)

C. University (%)

D. Department Pool Fund (%)

E. Account Section Pool Fund (%)

6. Resource Requirements

Will University facilities / labs / equipment be used? Yes / No

If yes, specify:

Laboratory / Equipment: _____

Administrative or technical support required: _____

7. Team Members (if applicable)

Name

Designation

Department

Role in Project

8. Any Other Information

9. Conflict of Interest Declaration

I certify that the proposed consultancy work will not interfere with my academic responsibilities and that there is no conflict of interest with university policies. I agree to abide by the university consultancy rules and regulations.

Signature of Faculty Member

Name

Date



10. Director Consultancy

Remarks:

Name

Signature

Date

11. Registrar Remarks:

Name

Signature

Date

12. Finance Officer Remarks:

Name

Signature

Date

13. Approval by Vice Chancellor

Decision: Approved / Approved with Conditions / Not Approved

Remarks:

Name

Signature

Date

Assigned Job Number:

(Office Director Consultancy)