



Ranchi University

Ranchi

Consultancy Policy

Preamble

Consultancy serves as a vital conduit for the transfer of knowledge and expertise from the university to institutions, industries and external agencies, playing a crucial role in encouragement growth, development, and productive relationships within society. At the Ranchi University, consultancy activities may involve contractual engagements such as research and service contracts with government and non-government organizations, often in exchange for a fee. In alignment with their service agreements with the university, faculty and staff are encouraged to actively participate in consultancy endeavours where appropriate. This encouragement is rooted in the university's commitment to promoting collaborations that benefit both academia and the broader community while ensuring that such engagements align with the established terms of service agreements.

Purpose

This policy document aims to establish the guidelines for engaging in consultancy activities and facilitating the process in alignment with the rules and procedures set forth by the University.

Scope

Consultancy involves professional work conducted by university members within their areas of expertise, serving external clients and yielding financial compensation. This work generates specific contracted deliverables, potentially owned in part or entirely by the client. Governed by short-term agreements and utilizing minimal university resources, consultancy constitutes an additional management responsibility for the university and entails supplementary efforts from existing staff. Consequently, the university will levy a portion of the consultancy fee on the involved university member to account for these additional services.

Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake are also included within the scope of this policy document.

Procedure

All consultancy proposals have to be submitted to the Vice Chancellor, through proper channel (HOD and IQAC) for prior approval, who will have the right to make the decision to accept or decline the proposal.

Staff members shall not undertake external research activities where no formal agreement has been authorised by the University unless they are on leave without pay, approved by the Dean concerned. Such faculty may not use their Ranchi University affiliation or academic title when providing research services that are not approved by the University.

University Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

University Non-research Consultancy

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services 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 medical advice undertaken by members of faculty and staff.

Private Consultancy

In Principle a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by the Dean and Vice-Chancellor. However, the faculty or staff conducting private consultancy shall ensure that such work

does not affect their allocated duties, obligations to the university. None of the benefits set out for University Consultancy are available to faculty and staff undertaking a Private Consultancy. It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the University who is carrying out the work, and that the University has no responsibility or liability what so ever in the matter. A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;
- b) The use of university trademarks such as letterheads, brands etc. or University intellectual property is strictly prohibited in Private Consultancies;
- c) No University facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy
- d) The Private Consultancy is not within an area in which the University might be contracting to provide a service on a commercial basis, possibly utilising the skills of the staff member involved;
- e) Ranchi University is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- f) The staff member agrees to indemnify Ranchi University and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity;
- g) The staff member declares any real or potential conflict of interest to their manager.

STAFF ENTITLEMENTS

The University allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not interfere with the discharge their duties. Consultancies shall be undertaken only with the approval of the designated Dean R&D. No limit is placed on earnings. However, there is a limit on the time spent on Consultancy.

- Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval by the Executive Dean concerned. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.
- DEANS must obtain written permission from the Vice-Chancellor to undertake Consultancies.

Benefits of University Consultancy

The University provides the following benefits to staff undertaking University Research or Non-research Consultancies:

- a) Protection under the University's professional indemnity and public liability insurances, subject to the terms, conditions and exclusions within those policies.
- b) The faculty or staff member will be protected under the terms of the current Insurance Policy held by the University in the event of a claim against the faculty or staff member undertaking the Consultancy or Grant (provided that the claim is not as a result of fraudulent, dishonest, criminal, wilful or malicious acts by the staff member).
- c) Access to the University's financial management processes to support and enable invoices to external organisations for funding and expenditure of project costs.

- d) Access to the University's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Faculty or Office.
 - e) Entitlements to use the University's name and reputation, providing it is not brought into disrepute.
 - f) Ability to make reference to their university position and title in connection with the work.
- The University does not extend these benefits to Private Consultancies. Any Consultancy conducted by a faculty or staff member that accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.
 - All Consultancies are required to include overheads.
 - 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.
 - If more than one member takes up the consultancy project the 70% amount shall be shared equally.

APPROVAL

All University approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other University policies. Applications to conduct Consultancy are required to be approved through.

CONFLICT OF INTEREST

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the relevant University Officer for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the University's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- financial or non-financial interests;
- teaching or course work for another institution;
- work performed for a supplier of goods or services to the University; or
- work undertaken with an organisation to which the University supplies goods or services.

Consultancies with Other Tertiary Institutions

Full-time members of the University staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Executive Dean or delegated University Officer.

INTELLECTUAL PROPERTY

Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy.

- 1. Preamble:** Recognizing the vital role of intellectual property in fostering innovation, creativity, and academic excellence, Ranchi University, Ranchi (henceforth referred to as "the University") hereby establishes this Intellectual Property Rights (IPR) Policy. This policy aims to encourage and facilitate the creation, protection, and dissemination of intellectual property generated by faculty, staff, students, and researchers affiliated with the University. The University acknowledges that the generation and utilization of intellectual property are essential components of its mission to advance knowledge and contribute to societal progress. Through this policy, the University seeks to establish clear guidelines, rights, and responsibilities regarding the ownership, management, and commercialization of intellectual property developed within its academic community. Furthermore, the University is committed to developing a culture of innovation and entrepreneurship, wherein individuals are encouraged to explore, develop, and commercialize their intellectual creations for the benefit of society, while ensuring equitable access to the fruits of intellectual endeavors.

This IPR Policy reflects the University's dedication to promoting collaboration, transparency, and ethical conduct in all matters related to intellectual property, thereby reinforcing its position as a leading academic institution committed to the pursuit of knowledge, innovation, and societal impact.

2. **Purpose:** The Ranchi University recognizes the importance of protecting intellectual property and promoting innovation among faculty, researchers, and students. This Intellectual Property Rights (IPR) Policy is designed to provide guidance on ownership, protection, and commercialization of intellectual property created at the university.
3. **Ownership of Intellectual Property:** Faculty and Staff: Intellectual property created by faculty and staff in the course of their employment at the university shall be owned by the university. However, the university shall be entitled to a fair share of any revenue generated from the commercialization of their intellectual property. Students retain ownership of intellectual property created as part of their coursework, research, or other university activities, unless created as part of a sponsored research agreement or under the direct supervision of a faculty member.
4. **Disclosure and Protection:** All creators (faculty, students, researcher) of intellectual property are required to disclose their inventions, innovations, or creations to the university's technology transfer office in a timely manner. The university will assess the intellectual property for patentability, copyright, or other forms of protection and take necessary steps to protect and commercialize the intellectual property. The university will work with creators to secure appropriate intellectual property protection and may seek commercialization opportunities through licensing agreements or other means.
5. **Commercialization and Revenue Sharing:** The Ranchi university will actively pursue commercialization opportunities for intellectual property through licensing agreements, partnerships, or other means. Revenue generated from the commercialization of intellectual property shall be shared with the creators in accordance with the university's revenue sharing policy.

The university may reinvest a portion of the revenue generated from commercialization back into research, innovation, and entrepreneurship initiatives.

6. Confidentiality and Non-Disclosure: The university will maintain confidentiality of all disclosed intellectual property and take necessary steps to protect the confidentiality of creators' inventions, innovations, or creations.

All parties involved in the disclosure, assessment, protection, and commercialization of intellectual property are required to sign non-disclosure agreements to safeguard confidential information.

7. Compliance and Enforcement: All faculty, staff, and students are expected to comply with this IPR Policy and disclose any intellectual property created in connection with their affiliation with the university.

Non-compliance with this policy may result in disciplinary action, including loss of ownership rights or other consequences as deemed appropriate by the university.

This IPR Policy is subject to periodic review and may be updated as necessary to reflect changes in laws, regulations, or university practices. All stakeholders are expected to adhere to the guidelines outlined in this policy for the protection and promotion of intellectual property at the Ranchi University.