



# University of Engineering and Management Kolkata

## Consultancy Policy

University Area, Plot No. III, B/5, New Town Rd, Action Area III, Newtown, Kolkata, West Bengal  
700160

**Prof. (Dr.) Sajal Dasgupta**  
Vice-Chancellor  
University of Engineering & Management, Kolkata

### Other Institutes of the Group

**University of Engineering & Management (UEM) Jaipur** - 6 Km. from Chomu on Sikar Road (NH-11), Jaipur-303807, Rajasthan. Ph. 01423-516102

**Institute of Engineering & Management (IEM)** - Salt Lake Electronics Complex, Sector - V, Kolkata - 700 091, West Bengal. Ph. (033) 2357-2969

**New York Public School** - GE 4/A Sector - III, Salt Lake, Kolkata - 700 106, West Bengal (Near Tank No. 12, Behind NIFT, Gidul Hatal)

## INSTITUTIONAL CONSULTANCY POLICY

- The consultancy services in university are of three types:

**Institutional :** A specific work/ project to be done by a team or department or an individual staff on behalf of the University.

**Technical:** A routine technical data/information, guidance or analysis and fabrication where interpretation is not needed.

**Individual:** consultancy under taken by an academic staff member with her individual contact and expertise.

- Any consultancy work should be routed through the competent authority of University.
- Consultancy activities should not hamper the routine assignments of academic staff members and faculty members.
- The cost of consultancy work shall be given under the following heads:
  - i)Expert fee
  - ii)Manpower
  - iii)Equipment/Machinery
  - iv)Fieldwork
  - v)Transport
  - vi)Contingency
  - vii)Miscellaneous
- GST,TA and DA will be as per agreements with the client.
- Consultancy Revenue Sharing: 30% of consultancy revenue obtained by faculty will be retained by the university and 70% will be disbursed to the faculty members.
- Timelines of completion/ progress of consultancy project is to be noted and assessed.
- After the completion of the consultancy project, a copy of the synopsis of the work with the audited statement of accounts will be required to be submitted to the University.

### Review of the Policy:

The policy will be renewed as and when required.

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