



विक्रमाजीत सिंह सनातन धर्म कॉलेज Vikramajit Singh Sanatan Dharma College

(Accredited A grade by NAAC in 2009, 2016)

Azad Nagar, Kanpur - 208002 UP

(Affiliated to CSJM University, Kanpur)



Ref : P.D.N-REF/16/133A/2026.

Date : 04 May 2026.....

NAAC Accredited 'A' Grade | NIRF Ranked | NCTE & AICTE Approved

CONSULTANCY POLICY

Policy No.: VSSD/CON/2026

Effective Date: 2026

Approved by: Governing Body

1. Preamble

Vikramajit Singh Sanatan Dharma College, Azad Nagar, Kanpur, is committed to fostering strong linkages b/w the college and the wider community, industry, and government. In alignment with the National Education Policy 2020 and the guidelines of C.S.J.M.U., consultancy serves as a vital channel through which knowledge and expertise from our college can be disseminated to business and other external agencies.

Consultancy activities encompass guidance for improvement, advisory services, development initiatives — such as Management Development Programs (MDPs) and Executive Development Programs (EDPs) — employee training, and service agreements or contracts for upgradation and advancement with governmental, non-governmental, public, and private organizations (inclusive of GIS).

Therefore, our college faculty (V.S.S.D.) encourages its faculty and staff to engage in consultancy activities, thereby facilitating growth, development, and the cultivation of positive relationships with other segments of society. This consultancy policy aims to leverage such engagements to enhance faculty expertise, generate additional resources for institutional development, and forge enduring partnerships with stakeholders.

2. Purpose

This policy document is intended to lay down the norms for undertaking consultancy (as defined in para 1) work and its facilitation in accordance with the College rules and procedures.



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3. Objectives

- To encourage faculty members to utilise their domain expertise for consultancy services to external organisations, industries, NGOs, and government bodies.
- To establish a transparent revenue-sharing mechanism between the College and the consulting faculty member.
- To ensure that consultancy activities do not conflict with regular academic duties and responsibilities.
- To build institutional reputation through quality knowledge-transfer and professional engagement.
- To create an enabling environment for research, innovation, and continuous professional development.

4. Scope

This policy applies to all full-time, contractual, and visiting faculty members of VSSD College who wish to engage in consultancy activities in their individual or group capacity, with the College's formal authorisation. It covers all disciplines including management, education, physical education, computer applications, science, and humanities.

5. Definition of Consultancy

Consultancy, for the purposes of this policy, refers to professional advisory, technical, analytical, training, or problem-solving services provided by a faculty member to an external entity (client), where payment or remuneration is received in return. This includes but is not limited to:

- Industry or corporate advisory and technical consulting
- Research and data analysis services
- Training programmes and capacity-building workshops
- Policy advisory services for government or NGOs
- Legal, financial, medical, or educational advisory (as per faculty expertise)
- Testing, inspection, and certification services

6. Types of Consultancy

6.1 Institutional Consultancy

Where the consultancy assignment is facilitated by or routed through the College. The College provides infrastructure, administrative support, and institutional credibility to the consultant.

6.2 Individual Consultancy

Where a faculty member independently undertakes a consultancy project. In such cases, the faculty member must obtain prior written approval from the Principal before entering into any agreement with the client.



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7. Revenue Sharing Mechanism

The following revenue-sharing structure shall apply to all consultancy assignments undertaken under this policy:

Type of Consultancy	Share to Faculty Member	Share to Institution
Institutional Consultancy (College infrastructure/support used)	75%	25%
Individual Consultancy (Prior approval obtained; personal expertise only)	75%	25%

Notes:

- The institutional share (25%) shall be credited to the College Development Fund and utilised for infrastructure, research, and student welfare activities.
- In cases where the College bears direct project expenses (materials, travel, laboratory use, etc.), such costs shall be deducted from the gross consultancy amount before the revenue sharing ratio is applied.
- For group consultancy involving multiple faculty members, the 75% faculty share shall be distributed among the team members as mutually agreed and declared in writing prior to commencement.

8. Procedure for Undertaking Consultancy

8.1 Application for Approval

A faculty member intending to undertake a consultancy assignment must submit a written application to the Principal at least 15 days before the proposed commencement date, including:

- Name of the client organisation and nature of the assignment
- Duration and time commitment involved
- Estimated consultancy fee or remuneration
- Confirmation that primary academic duties will not be affected

8.2 Approval Authority

All consultancy proposals shall be reviewed and approved by the Principal. In cases involving long-term or high-value engagements, the matter may be placed before the Governing Body for ratification.

8.3 Agreement / MoU

Upon approval, a formal agreement or Memorandum of Understanding (MoU) shall be executed between the College, the faculty member, and the client organisation, clearly defining the scope of work, deliverables, timelines, and financial terms.

8.4 Completion and Reporting

On completion of the assignment, the faculty member shall submit a brief report to the Principal summarising the work done, outcomes achieved, and the consultancy fee received. The institutional share shall be deposited in the College account within 30 days of receipt.



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9. General Conditions

- Consultancy activity shall not interfere with regular teaching, examination duties, administrative responsibilities, or any other institutional obligation.
- The faculty member shall not use the College's name, logo, or letterhead for client communication without prior written permission from the Principal.
- Confidential information shared by the client shall be treated with strict professional ethics and shall not be disclosed to any third party.
- Intellectual property generated during the consultancy shall be governed by a separate IP agreement between the parties concerned.
- Any conflict of interest must be disclosed upfront, and the Principal shall have the authority to withdraw approval if a conflict is subsequently identified.
- Faculty members must ensure compliance with all statutory and regulatory requirements applicable to the nature of consultancy undertaken.

10. Monitoring and Review

The IQAC (Internal Quality Assurance Cell) shall maintain a register of all consultancy assignments undertaken by faculty members. This register shall be reviewed annually. The policy shall be subject to review every three years or earlier if necessitated by changes in university regulations or institutional requirements.

11. Grievance Redressal

Any dispute arising out of the implementation of this policy shall be referred to the Principal, whose decision shall be final and binding. Matters beyond the Principal's jurisdiction shall be escalated to the Governing Body.

Approved and Adopted

This policy has been approved by the Governing Body of VSSD College and comes into effect from the date of adoption.

 Principal VSSD College, Nawabganj, Kanpur	 Secretary, Governing Body VSSD College, Nawabganj, Kanpur
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