

### 3.5.1 Description of Consultancy Policy

Consultancy Policy of Pt. Sundarlal Sharma (Open) University is formulated to provide consultancy services to individuals who are seeking expert advice. Consultancy policies are the guidelines that the University uses to perform consultancy activities/services. These policies allow the university teachers and officers to utilize their potential as advisors, to take up research project consultancies sponsored by private parties, industries, government institutions and to help them attain financial self-sufficiency. Consultancy work shall be done under the name and personal signature of the consultant. The work shall not bear the seal of the university. Here we have four categories of consultancy i.e., Individual Consultancy without institutional facilities, Individual Consultancy with institutional facilities, Group Consultancy without institutional facilities and Group Consultancy with institutional facilities. For providing services regarding Consultancy under different categories, a consultant must obtain prior permission of the Vice Chancellor on a prescribed format, which must be submitted through the Head of the Department or Director of the Center. The permission of the Vice Chancellor shall be communicated by the registrar through the nodal office and a copy of such permission shall be sent to the finance section. The party that requires consultancy must submit a proposal comprising all the information in detail, i.e. issues, duration, cost of material required, hiring services, T.A & D.A and consultancy fee. The consultancy fee shall be determined based on the nature and volume of the work and it shall be paid through RTGS/Demand draft in favor of the Registrar, PSSOU. The consultancy fee shall be shared between consultant and professional faculty fund of the department and some amount can be used for administrative/overhead charges according to category of consultancy. The expenses incurred for the use of university facilities on an actual basis shall be borne by the party over and above the consultancy fees. The enlisted consultant may receive as his share an amount limited to Rs. 1,00,000/- per annum or up to the limit prescribed by the executive council. Taxes shall be paid by concerned consultant or party and it shall be deducted by university at source.

#### Web link Provided-

Consultancy policy: [https://www.pssou.ac.in/attachment/rules/Consultancy\\_Rules.pdf](https://www.pssou.ac.in/attachment/rules/Consultancy_Rules.pdf)

Executive Council: [https://www.pssou.ac.in/index?page=element&id=MINUTES\\_EC](https://www.pssou.ac.in/index?page=element&id=MINUTES_EC)

Academic Council: [https://www.pssou.ac.in/index?page=element&id=MINUTES\\_AC](https://www.pssou.ac.in/index?page=element&id=MINUTES_AC)

Board of Studies: [https://www.pssou.ac.in/attachment/bos\\_minutes/Metting\\_BOS\\_22\\_10\\_2021.pdf](https://www.pssou.ac.in/attachment/bos_minutes/Metting_BOS_22_10_2021.pdf)