# REGISTRAR'S SECRETARIAT
## JAMIA HAMDARD
### (Deemed to be University)
Hamdard Nagar, New Delhi-110062

No.: AS/Consultancy Projects/JH-5/2021
11th August, 2021

## OFFICE ORDER

In order to encourage faculty members to undertake Consultancy Projects, the Vice-Chancellor is pleased to approve the following guidelines:

1. The sharing of consultancy charges will be in the ratio of 30:70 (JH and PI). In each consultancy project, the sharing ratio will apply to 'consultancy fee/charges' only and not on the whole project fund. Therefore, in the agreement budgeting should be made specifying this component. Faculty members (Investigators) will receive the share after successful completion of the project subject to deduction of income tax, as applicable. A PI/Investigator(s) will have option not to claim his/her share and declare the same before undertaking the project.

2. The project will be undertaken after signing an agreement / MoU detailing terms of consultancy, duration and payment schedule. Agreement / MoU will be processed by the Legal Cell.

3. All payment to be received in the name of Jamia Hamdard.

4. PI will declare that there is no 'conflict of interest' in undertaking this work with Jamia Hamdard or its sponsoring body.

5. Arrangement of sharing of Intellectual Property (IP) Right, if any, to be recorded in the agreement / MoU.

6. PI may sign a 'non-disclosure agreement' with the party, if required.

7. A copy of agreement / MoU and project completion report maybe submitted to the Office of the Advisor (Research)/IQAC for record and reporting in ranking and accreditation documentations.

This shall come into force with immediate effect.

Issued by the order of the competent authority.

(S.S. Akhtar)
REGISTRAR

Advisor (Research)

Copy to:

- All Deans of the Schools
- All HoDs / Centres
- Finance Officer
- Director, IQAC
- All Concerned PIs - Through HoDs
- Mr. Mirza Rahil Beig, - Request for Uploading it on University Website
- Secretary / A.R. to Vice-Chancellor
- P.A. to Registrar
- Guard File