

Central Institute of Higher Tibetan Studies

Sarnath, Varanasi

POLICY DOCUMENT ON CONSULTANCY AND OTHER OUTSIDE SERVICES

1. INTRODUCTION

1.1. The purpose of this policy document is to set out the principles and procedures governing Consultancy and other Outside Services undertaken by Staff Members, Departments and Faculties in the Institute.

1.2. This Policy applies to all academic and academic related Staff Members, Departments, Faculties and Administrative Staff Members, they must have the know-how to provide consultancy.

1.3. Staff Members, Departments, Faculties and Administrative Staff Members of the Institute are encouraged to undertake Institute Supported Consultancy and other similar work provided it does not conflict with the interests of the Institute. This is because Consultancy:

1.3.1. increases the professional and/or academic competence and experience of the Staff Member and provides a continuing professional education opportunity in the world outside academia and research;

1.3.2. provides first-hand knowledge of the current problems of the other institutions which help faculty members to keep the curriculum in tune with the present institutions requirements

1.3.3. creates and enhances links between the Institute and external organizations that will aid the Institute in areas such as increasing research opportunities and academic conversations.

1.3.4. helps the Institute to achieve its mission of extending the benefits of research of the Institute to various sections of academics and governance and thus contribute to the academic and intellectual growth of the country.

1.4. While the Institute encourages staff members to undertake consultancy projects, the staff members, while undertaking such projects are expected to uphold the reputation and prestige of the Institute at all times.

2. DEFINITIONS

2.1 In the following, “Institute” means Central Institute of Higher Tibetan Studies to direct and guide the research, knowledge-transfer and consultancy activities of the Institute to outside institutions.

3. CONSULTANCY

3.1 Consultancy is the provision of services to external organizations based primarily on skills and expertise of staff members. This can be by offering specialist opinion, by advising on technical, academic issues or by solving problems. It also includes other activities which are analogous to consultancy activities such as academic and non-academic information, mode of engagement of experts, and teaching commitments undertaken outside the Institute. Consultancy offered by a staff members of the Institute may be “Institute Supported Consultancy”.

3.2. Institute Supported Consultancy

Institute Supported Consultancy is the Consultancy provided through a contract entered into by the Institute or one of its subsidiaries with an external organization, in which the Consultancy will be performed by Staff Members within their area of academic, research or administrative expertise. This Consultancy is supported by the Institute and may involve the use of Institute resources, such as Libraries and other resources.

3.2.1. Institute Supported Consultancy arrangements are only permitted where the work is distinct from any project or other work undertaken on behalf of the Institute.

3.2.2. Staff Members, Departments, Faculties and Administrative Staff Members may agree to provide Institute Supported Consultancy services only with the written recommendation of the designated authority and in accordance with the terms and conditions approved in writing by the Vice-Chancellor. The designated authority for various categories of staff members is given below:

Staff Member	Designated Authority
Vice-Chancellor	Chairperson of the Governing Body
Registrar	Vice-Chancellor
Faculty members and other Administrative Staff	Vice-Chancellor

3.2.3. The Designated Authority may only recommend consultancy if the Consultancy can be undertaken without detriment to the Staff Member's academic, research or administrative duties, and if the Consultancy will not adversely affect the workload of other Staff Members.

The Designated Authority is responsible for recording the days Staff Members devote to Consultancy.

3.2.4. A maximum of 30 days per annum (during Institute working days) may be devoted to Institute supported Consultancy. Any leave taken for travel outside the Institute during these days for work related to consultancy shall be treated as "duty leave".

3.2.5. If this consultancy work requires more than 30 days, the designated authority holds the power to extend the duty leave.

3.2.6. In his/her discretion, the Honorable Vice Chancellor of CIHTS may decline to permit Institute support for the Consultancy, but allow the Staff Member to perform the work as Personal Consultancy.

3.2.7. When the designated authority refuses recommendation to undertake an Institute Supported Consultancy, the Staff Member may appeal in writing to the Registrar. The Registrar shall have wide discretion to resolve issues regarding Consultancy and may appoint an independent senior Staff Member to review the decision.

3.3. Consultancy Fees

Since the basic objectives of the Institute is to preserve the Tibetan Cultural Heritage and knowledge system to prepare the good human being embodied with knowledge, wisdom and values so that they can serve the society in holistic manner, therefore Institute do not charge any consultancy fee for its expertise knowledge. However, travel expenditure along with fooding and loadging etc. are required to be provided to our experts by the concern outside institutions.

4. OUTSIDE SERVICES

Outside Services refer to the other ancillary and occasional use of Staff Members expertise and knowledge that is normally expected of academics, such as guest lecturing, presentations at conferences, serving as a member of advisory boards, research councils, curriculum design, project development, Institutional development, mentoring for academic upliftment or other professional associations, serving as external examiners, or performing charitable and community work.

5. IMPLEMENTATION AND PROCEDURES

5.1. The responsibility for the implementation of this Policy shall lie with the Vice Chancellor who may delegate that responsibility to another person within the framework of the Institute's Act, Rules and by laws.