



Lok Jagruti Kendra University (LJ University)

University with a Difference

(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

Date: 15 November 2019

NOTICE

Subject: Implementation of L J University's Institutional Policy on Intellectual Property Rights (IPR) and Consultancy

L J University is pleased to announce the implementation of its official Institutional Policy on IPR and Consultancy, which aims to strengthen the culture of innovation, research, and professional consultancy among faculty, students, and institutes.

Key Highlights of the IPR Policy:

- Financial Support for Patents:
 - Up to ₹25,000 is allocated per patent application to encourage innovation.
 - Incentives for Granted Patents:
 - International Patent: ₹25,000
 - National Patent: ₹15,000
 - Design Patents (National/International): ₹5,000
- (Note: Either the application fund or the incentive can be claimed, not both.)

IP Ownership & Revenue Sharing Framework:

The net earnings from IP commercialization will be shared among students, faculty, and the institute based on involvement and facilitation, as per the following general guidelines:

IP Owned By	Facilitated By	Student Share	Faculty Share	Institute Share
Institute	Institute	Up to 40%	Up to 25%	Up to 50%
Institute	Student	Up to 55%	Up to 20%	Up to 30%
Student Creator	Institute	Up to 60%	Up to 30%	Up to 30%
Student Creator	Student	Up to 100%	Up to 15%	Up to 10%

Each institute will develop case-specific agreements based on these guidelines.

Consultancy Policy Highlights

Faculty members are encouraged to undertake consultancy work to enhance academic engagement with industry and society. Prior approval from the Vice Chancellor is mandatory for all assignments. Faculty may undertake consultancy for up to 30 working days per year. The consultancy fee is shared in a 60:40 ratio (Faculty/University), subject to variation. A Consultancy Endorsement Committee will review proposals. A minimum of 25% project cost must be taken in advance. Post-consultancy reporting is mandatory. University support services may be used with approval. The policy is valid for three years and subject to periodic review.

By Order

Registrar

L J University





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L J University Institutional Policy on IPR and Consultancy – Summary

L J University is committed to promoting innovation, entrepreneurship, and industry engagement through its Institutional Policy on Intellectual Property Rights (IPR) and Consultancy. This comprehensive policy aims to enhance the culture of research and consultancy among faculty and students, offering structural support, training programs, financial incentives, and transparent procedural guidelines.

IPR Policy Overview

The IPR policy is designed to safeguard and promote the university community's intellectual contributions, including patents, copyrights, and design patents. It encourages the creation and commercialization of intellectual assets by providing funding and incentives. The university allocates up to ₹25,000 per patent application to reduce financial barriers. For granted patents, incentives include ₹25,000 for international patents/copyrights, ₹15,000 for national patents, and ₹5,000 for design patents. However, applicants can only choose either the patent application fund or the incentive for granted patents—not both.

A structured profit-sharing mechanism has been established among students, faculty, and the institute based on ownership and facilitation of the IP. Depending on the ownership and involvement, students can earn up to 100% of net earnings, faculty up to 30%, and the institute up to 50%, promoting equitable sharing and recognition of efforts.

Consultancy Policy Overview

The Consultancy Policy aims to encourage faculty engagement with industry, government, NGOs, and international agencies to foster professional growth, experiential learning, and classroom enrichment. It covers both individual consultancy and institutional assignments, requiring prior approval from the university.

Faculty members are allowed to undertake consultancy assignments for up to 30 working days per year. The consultancy fee is typically shared in a 60:40 ratio (faculty/university), although this can vary with Vice Chancellor's discretion. Consultancy assignments exceeding the 30-day limit are treated as institutional tasks, and related earnings are retained by the university.

A Consultancy Endorsement Committee (CEC)—comprising the Vice President, Director of Research, Registrar, relevant School Director, and a subject expert—reviews consultancy proposals to ensure academic and social relevance, non-controversial nature, and compliance with university standards. Final approval rests with the Vice Chancellor.

The policy outlines clear procedures for submitting consultancy proposals, budgeting (including fees, out-of-pocket expenses, and institutional overheads), and reporting. Faculty are required to submit post-consultancy reports highlighting academic or policy insights gained. All agreements and payments must be routed through the university, and at least 25% of the project cost must be collected in advance.

Support services, including administrative, infrastructural, and technical assistance, may be provided by the university, subject to availability. However, costs for staff assistance outside normal hours must be borne by the faculty member.

The policy remains valid for three years from implementation and will be reviewed periodically to incorporate learnings and address operational challenges.





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L J University Institutional Policy of IPR and Consultancy

Introduction

L J University is dedicated to fostering a robust culture of innovation and entrepreneurship. Central to this mission is our Institutional Policy on Intellectual Property Rights (IPR) and consultancy, which aims to support and incentivize research, development, and consultancy activities among our faculty and students. This policy outlines our strategies for publicizing expertise, utilizing available facilities, and offering training programs to enhance consultancy capabilities. Moreover, it details our structured training and capacity-building programs, along with the fund allocation for patent applications and incentives for granted patents.

IPR Policy

Our IPR policy is designed to protect and promote the intellectual assets of our university community. It encourages the creation and commercialization of intellectual property, ensuring that inventors and creators receive recognition and financial benefits. The policy covers various forms of intellectual property, including patents, copyrights, and design patents.

Fund Allocation for Patent Applications

To encourage patent filing, L J University allocates up to 25,000 rupees per patent application. This funding supports the costs associated with the application process, ensuring that financial barriers do not hinder innovation.

Incentives for Granted Patents

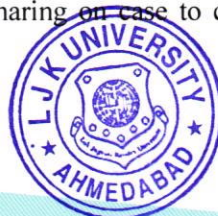
In recognition of the effort and creativity involved in obtaining patents, we offer the following incentives:

- International Patent/Copyright: 25,000 rupees
- National Patent: 15,000 rupees
- National/International Design Patent: 5,000 rupees

Disclaimer: Applicants shall choose either the patent application fund either/or the patent grant incentive and not both.

Profit sharing among stakeholders

Each institute may regulate the principles of ownership of IP Rights and profit sharing based on this guideline, employment contracts and other contractual arrangements. Each institute has the autonomy to develop its own suitable approach for defining exact sharing on case to case basis adhering to below





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mentioned framework, considering the interests of all stakeholders The net earnings would be shared as follows:

IP OWNED BY	FACILITATION/ OR EXPLOITATION OF IP BY	STUDENT	FACULTY	INSTITUTE
INSTITUTE	INSTITUTE	UPTO 40%	UPTO 25%	UPTO 50%
INSTITUTE	STUDENT	UPTO 55%	UPTO 20%	UPTO 30%
STUDENT CREATOR	INSTITUTE	UPTO 60%	UPTO 30%	UPTO 30%
STUDENT CREATOR	STUDENT	UPTO 100%	UPTO 15%	UPTO 10%





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PROPOSED CONSULTANCY POLICY AND RULES FOR L J UNIVERSITY

Preamble:

The objective of introducing consulting at L J University is to encourage individual faculty members to keep abreast of the rapid changes taking place in the discipline; strengthen classroom delivery; and, enrich classroom teaching by sharing hands-on experiences gained by consultancy assignments, with the students. Working on specific issues/problems for a client in the field and conceptualizing and writing on such contemporary issues, in terms of cases, research articles, etc., is a worthwhile by-product. Every consultancy assignment leads to remarkable learning and professional enrichment. It enhances the understanding of current issues confronting the industry and offers an opportunity to innovate in terms of solutions that extends the boundaries of knowledge.

This calls for evolving consultancy rules to make the process transparent. Most of the top-rated Institutions and Universities across the globe have their own consultancy rules. Within India, the institutions like Indian Institute of Management, Ahmedabad (IIMA), Institute of Rural Management, Anand (IRMA), National Institute of Design (NID), Ahmedabad University, NIRMA University, PDPU, DDAIICT, EDI, etc., have evolved their own Consultancy Rules, keeping the character of the organisation in mind.

L J University does not have a formal system of consultancy, so far. Nevertheless, since LJ Group of Institutions has acquired the status of a University, it becomes imperative to formulate a sound consultancy policy and ensuing consultancy rules to encourage faculty members to undertake consultancy assignments, enrich themselves professionally, and bring back their learning to the class.

A consultancy assignment is defined as “any assignment that is given by an individual client, a company, a corporate, a civil society organization, some bi-lateral and multi-lateral organisation (including the organisations related to UN like UNDP, The world bank, UNIDO, ILO, etc.), government agencies/ministries, to a faculty member to execute, for consultancy fees.” It will include all such assignments that a client who seeks the expertise of a particular faculty member or a group of faculty members, to offer a solution or a set of solutions to the problem posed by the client, for a fee.

There is also a set of consultancy assignments that could be directly offered to the University, rather than to a faculty member. Under such cases, the University authorities will assign the task to a faculty member or a group of faculty members or a school to carry out such an assignment. The University will be at liberty to decide the Terms and Conditions of such assignments for remuneration, etc.

The Overall Tenets for Consultancy Policy in L J University:

- i. All the Faculty Members will be allowed to offer their consulting services to individuals/ private enterprises/ educational institutions/NGOs/ government agencies, and bilateral and multilateral agencies (including all the UN Agencies or EU Agencies), with prior approval of the University authorities.





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- ii. A faculty member will be entitled to undertake consultancy work for a period of not exceeding 30 working days in a year. Any such work, over and above 30 working days, will be considered an organisational institutional assignment and the fee for these additional days will be retained by the University.
- iii. Teaching, guiding, and other professional support like interviews, assessments, reviews, etc. in other institutions of repute, will be outside the purview of consultancy, as at present.

Sharing of Consultancy Fees:

The consultancy fees will be shared as under:

- i) The consultancy fee (number of professional days charged) will be shared between the University and the Faculty in 40:60 ratio, and this ratio can even be 0:100 under different circumstances, the decision of which is taken by the Vice chancellor of the university.
- ii) In case of the involvement of other experts/faculty members, the Principal Consultant will be responsible to pay him the honorarium as per the budgetary provisions.
- iii) All the consultancy assignments will require approval of the University Authorities before they are accepted and committed by the faculty member(s).
- iv) The faculty members will be required to submit a formal, post-consulting report to the Office of the Vice Chancellor, highlighting the learning from the assignment to the faculty/consulting team. The responsibility of submitting the report will rest with the Principle Consulting Faculty.
- v) The above norms may be reviewed after three years if required.

Consulting Rules:

1.0 GENERAL:

- 1.1 The objective of introducing the consulting in the University is to encourage individual faculty members to keep abreast of the rapid changes taking place in the industry; understand issues involved in promoting and strengthening their discipline by working on specific issues/problems for a client in the field and conceptualizing and writing on such contemporary issues, in terms of cases, research articles, etc.
- 1.2 The consultancy will be allowed to the regular, full-time faculty members, who are on a substantive appointment in the University.





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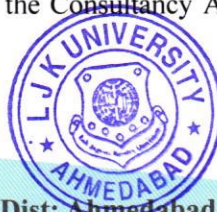
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- 1.3 While availing of this facility, the faculty member(s) will conduct herself/himself in a manner befitting a faculty member of this University.
- 1.4 The faculty member's primary obligation is to the University and it is expected that he/she will not, in any way, financially or otherwise, contravene the spirit on which the consulting privilege rests.
- 1.5 Consulting is envisaged as an activity which entails assistance to an organization/individual in finding a solution to a specific problem(s) or performing a task for it in return for pecuniary consideration in whatever form.
- 1.6 It is desirable that consultancy learning leads to academic publication and influences the clients as well as the policy/macroeconomic environment towards this end.
- 1.7 A degree of circumspection would need to be exercised by the faculty members in allocating time and place for meetings with their private clientele, which should, in no way hinder the University's activities.
- 1.8 Any tax liabilities to the individual(s) arising from such earnings would also be handled by the faculty member(s) concerned and the University would not be liable for ensuring adherence by the faculty on this account.
- 1.9 University Authority's decision in all matters relating to consultancy or interpretation of these rules will be final.

2.0 PROCEDURE TO UNDERTAKE PERMISSION FOR CONSULTING:

2.1 The procedure:

- i. The University will have a Consultancy Endorsement Committee (CEC) consisting of the Vice President (Chairperson of the Committee), Director of Research (Member Secretary), Registrar, Director of the Concerned School, one subject expert (from within or outside the University).
- ii. The concerned faculty member will submit the information about the consultancy assignment to the CEC. The faculty should ensure it has academic value, covers faculty cost of the days involved, has social/academic relevance, is non-controversial in character, and is apolitical in nature. It should not carry any national security risk.
- iii. The CEC will review the consultancy assignment keeping the above parameters in view. If found suitable, the CEC will recommend the Consultancy Assignment to the Vice Chancellor for final approval.





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- iv. The CEC will refer back the document to the faculty concerned if there is some need for clarification.
- v. However, if the Committee does not find it suitable and rejects it, the concerned faculty member will be given an opportunity to justify the assignment.
- vi. If the CEC is convinced by the Consulting Faculty, it will recommend the assignment for due approval of the Vice Chancellor.
- vii. If not satisfied, the Faculty member could approach the Vice Chancellor for a review of the decision.

2.2 All consulting will need Vice Chancellor's permission in writing, irrespective of the fact that a faculty member has been approached directly or through the University, by a client.

2.3 If the client approaches the University, the Vice Chancellor will nominate a faculty member or a group of faculty members to undertake the consultancy.

2.4 If directly approached by clients, individual faculty should not commit to providing consulting, orally or in writing, until the Vice Chancellor's explicit permission has been obtained. The Vice-Chancellor has the authority to refuse permission, even though the exercise of this authority may be only in exceptional cases.

2.5 With regard to the faculty members working with other consultants, an axiom will be that there should not, *prima facie*, be any conflict of interest. Many consulting projects may likely be in association with international/national consulting organizations. Sometimes, it may be an advantage to associate faculty with well-known consulting organizations.

3. Consulting Time:

- 3.1 The total time allowed to each member of the faculty for consulting is 30 working days per year for undertaking national/ international assignments. Unutilized days in a particular year cannot be carried over to the next year.
- 3.2 In case, the total number of consulting days exceeds 30 during a year in case of some faculty member, he/she will have the privilege to choose whichever 30 days he/she wants to count to retain the consultancy fee.
- 3.3 The accounting year for the consultancy will correspond to the financial year i.e., from April 01 to March 31.

4. The University Assistance:





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- 4.1 The University will, subject to its commitments, resources, and convenience, aid individual faculty members involved in consulting. The major types of assistance will be in the form of secretarial/ transport/ communication and materials, training/workshop facilities, etc.
- 4.2 Secretarial and administrative staff of the University may be used to a limited extent in consulting work. No fees will be paid to such staff and while assisting faculty on such a project, the staff will be subject to the rules about their normal employment. However, if the staff is being used after office hours/ non-working days, suitable fees from the consultancy earnings will be paid by the faculty from its share. University shall not be liable for any such payments.
- 4.3 In the case of faculty/secretarial staff assisting in consulting work, the lead consultant will be responsible to the Vice Chancellor for their proper conduct.

5. Budget:

- 5.1 The budgeting of consulting proposals will have four components:
 - i) Consulting fees
 - ii) Out-of-pocket expenses (will usually cover expenses like travel, stay out of Ahmedabad in connection with the assignment, local conveyance, D.A., etc.)
 - iii) Training infrastructure (including lodging/boarding, local conveyance, classroom/seminar hall, audio-visual aids, etc.)
 - iv) Institutional Overheads on expenses other than faculty fees
- 5.2 For out-of-pocket expenses, the lead consultant or project director will be entitled to spend within the specified limits of the budget.
- 5.3 The out-of-pocket expenses would also include the cost of procuring assets like software/ hardware/ books/ resource material etc. if required. However, the ownership of such assets will remain with the University and shall be deposited at the end of the project.

6. Accounting and Reporting System:

- 6.1 A copy of the letter of agreement between the client and the faculty member should be sent to the Vice-Chancellor.
- 6.2 For all consultancy assignments, cheques/drafts should be made in the name of the University. Direct recoverable expenses such as daily expenses may be settled directly with the client.
- 6.3 Every faculty member will keep an account of his/her project.
- 6.4 All documents relating to the project should clearly state the title of the project.
- 6.5 The faculty member should carefully watch his expenditure in relation to the proposed budget.





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- 6.6 At least 25% of the total project cost should be taken in advance. The lead consultant/ project director will advise the University about the payments to be made to visiting faculty and others involved in the project.

This Consultancy Policy will be in force for three years from the date of its implementation and will be reviewed after this period, if necessary, to suggest modifications, if any, after gaining experience and confronting operational problems.



Pranesh

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LJ UNIVERSITY
AHMEDABAD.