

Consultancy Policy

Shri Vishwakarma Skill University



Consultancy Services -

- Skill Training
- Public and Private Organizations
- Ministry and Govt. Organizations
- Other National and International Agencies

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GUIDELINES
FOR
CONSULTANCY SERVICES



SHRI VISHWAKARMA SKILL UNIVERSITY
(HARYANA) - INDIA
September, 2022

1. About the University

Shri Vishwakarma Skill University is a State university established under Act 25 of 2016. The objective to establish the Skill University is to facilitate and promote skill, entrepreneurship development, skill based education and research in the emerging areas of manufacturing, information technology, textile, design, logistics and transportation, automation, agriculture, maintenance, etc. and to raise skill level in various fields related to these areas. The campus of the University is being set-up at Dudhola village in Palwal district. The university is classified in 4 Faculties i.e. Skill Faculty of Engineering & Technology, Skill Faculty of Management Studies & Research, Skill Faculty of Humanities & Applied Sciences and Skill Faculty of Agriculture for coordinated teaching in particular and effective governance in general. The University at present offers regular programmes on Campus including D. Voc. B.Voc, B.Tech, M.Voc., MBA, Post Graduate Diploma, Skill Diploma, and Skill Certificate programmes. These programmes stand approved by the Skill Council and Executive Council of University. The University is recognized by the University Grants Commission (UGC) under Section 2(f) for recognition of degrees.

2. Definitions

2.1 Chairperson: Chairperson of Skill Department of University

2.2 Competent Authority: Vice Chancellor of Shri Vishwakarma Skill University

2.3 Dean: Dean of respective Skill Faculty of University

2.4 Dean (RC): Dean of Research and Consultancy

2.5 Department: Skill Department of University

2.6 Faculty: Skill Faculty of University

2.7 Employee: (Teaching and Non-teaching staff of the University)

2.8 Principal Consultant: Any faculty member of Departments/Faculty, and other Professionally/Technically well qualified regular employees of Shri Vishwakarma Skill University

2.9 Co-Principal Consultant: Any faculty member of Departments/Faculty, and other Professionally/Technically well qualified regular/contractual employees of Shri

Vishwakarma Skill University.

2.10 University – University means Shri Vishwakarma Skill University

2.11 Teaching staff – All Assistant professors, Associate professors and Professors of the University

2.12 Non-Teaching staff: All other employees apart from teaching staff, who are professionally/technically well qualified employees of Shri Vishwakarma Skill University

3. General

3.1 The University encourages academic staff and other employees to undertake the consultancy assignments.

3.2 Consultancy Services may be offered to Public and Private sector/Corporate, Industries, Service Sector, Govt. Departments, Non-Profit Institutions, Ministries and other National and International agencies/organizations in the area of expertise available in the University.

3.3 No ceiling limit has been prescribed for undertaking consultancy projects /assignments to be undertaken by the University/Individuals.

3.4 University will have right to engage consulting agencies/Industries/Govt. Organizations/ and educational institutions for the consulting projects. For execution of such type of consultancy, terms & conditions will be decided by SVSU and associated organization. Consultancy Service Committee (CSC) duly approved by Competent Authority and Chaired by Dean (RC) will represent SVSU.

3.5 If the concerned department initiates any consulting work with Industry for Programme designing, execution and training, the department will facilitate for signing the MoU between the University and other stake holders.

3.6 The services offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the Standard Terms and Conditions (Annexure-I).

3.7 The services of permanent/contractual /outsourced employees/ students of the University will be utilized for the execution of the consultancy projects provided it does not affect at any cost their primary functions and responsibilities to the University.

3.8 Each consultancy assignment/project will have Principal Consultant. The Principal Consultant must ensure, before taking consultancy assignment, that machines/equipment to be used in the project are in proper working condition. Any equipment owned by the University and to be used outside the university, in

case of damage to the equipment, while use and transportation, Principal Consultant shall be responsible for the damages and will pay for the same to the University.

3.9 Consultant(s) shall disclose in writing at the time of submission of consultancy project proposal, the existence of any relationship between him / her and the client

3.10 The Principal Consultant(s) will have the right to publish the work carried out by him/her out of the consultancy work after taking prior permission of the client.

3.11 Normally the agreed charges of the consultancy project are to be deposited by the client, in full, before the consultancy work commences. In cases where the partial charges are to be deposited in advance, the payment schedule shall be mentioned in the project proposal and shall be approved by competent authority as recommended by Consultancy Service Committee. The full payment of the total contracted amount shall be released by client within one month of completion of consultancy project.

3.12 In case of any accident or loss to the human resource during the consultancy work, the compensation as per policy of the University shall be applicable.

3.13 A consultancy project is normally expected to be closed soon after the date of completion as stipulated in the original project proposal, unless an extension has been sought and granted. The completion certificate should be taken from the client on his letterhead by the Principal Consultant.

3.14 Consultant(s) or the clients cannot use the University name or the fact that they are affiliated with the University, in a manner that (i) suggests that the University approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or (ii) suggests that the University has performed research or issued research findings when it has not done so, or misleadingly states the results of University research for consultancy or (iii) may be interpreted to communicate the official position of the University on any issue of public interest.

3.15 In case of any disagreement, conflict and/or dispute between the client and University / University and consultant(s) / Consultant(s) and the client(s) or any other party involved directly or indirectly at any stage of a Consultancy project will be resolved in consultation with Dean (RC) and the Vice- Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

4. Consultancy Project Categories

Category I: Consultancy services which do not require university laboratory facility such as designs, proof checking, vetting of third-party designs, preparation of project reports, third party site visits, preparation of audit reports/skill-based study reports, and other similar assignments.

Category II: Consultancy services include such assignment that require institute hardware/software facilities (Laboratory equipment/software) and similar assignments.

University reserves the right to add categories for providing consultancy services

5. Principal Consultant and Co-Principal Consultant

5.1 There shall be a Principal Consultant for each consultancy project who will act as a team leader. There may/may not be a Co-Principal Consultant in consultancy project.

5.2 Any faculty member of Departments/Faculty, and other Professionally/Technically well qualified regular/contractual employees of Shri Vishwakarma Skill University may be nominated as Co-Principal Consultant. However, Principal Consultant will be a regular employee of the University.

5.3 In addition to the academic qualifications in the relevant field, the consultant(s) must possess expertise and proved credentials in the area of the consultancy work.

5.4 Consultancy projects are normally initiated by requests / enquiries from the Client directly to the University or by discussion between the Client and the Consultant(s). The enquiry directly received by the University will be forwarded to the concerned Dean of Faculty by Dean (RC) for nominations of Principal Consultant as per specified expertise, and existing commitments of the faculty members. The nominations thus received will be put before the Consultancy Services Committee for finalization of Principal Consultant.

5.5 If a Faculty member and any other Professionally & Technically well qualified regular employee of the university is directly approached by client for consultancy project then, he/she will be given preference to become the Principal Consultant. Such requests shall be forwarded to Dean (RC) through Dean of Faculty.

5.6 Notification of Principal Consultant will be issued by Dean (RC) after approval of Competent Authority.

5.7 No regular employee of the University will be allowed to submit a fresh consultancy project proposal as a Principal Consultant, when his retirement time is lesser than the

duration of the consultancy work. However, a retiring employee may continue to work as Principal consultant or Co Principal Consultant with the approval of the competent Authority.

5.8 If the Principal Consultant leaves the University or proceeds on leave or not available for some reason (exigency / critical illness), the Dean (RC) on the recommendation of the Principal Consultant (if he/she is available) will appoint a new Principal Consultant in consultation with the client subject to the eligibility criteria of the consultancy rules. The new Principal Consultant will give an undertaking to complete the project in the remaining time with remaining funds to the Dean (RC) through Head of the department /Dean of Faculty.

5.9 In case the principal consultant resigns from the University, he/she has to give the notice of 15 days prior to his/her term to Dean (RC) through Head of department/Dean of Faculty.

6. Project Proposal

6.1 The Principal Consultant notified by Dean (RC) shall submit a detailed project proposal (as per the Performa at Appendix II) for the consultancy work through the respective Head of the department /Dean of Faculty to Dean (RC).

6.2 If the total cost of Consultancy project is less than or equal to Rs. 1,00,000/, the Dean (RC) will approve the proposal. The proposal with cost less than Rs. 20,000 will not fall under the purview of this policy.

6.3 For projects more than 1 lakh, the proposal shall be placed for screening before Consultancy Service Committee, The CSC may accept/reject/suggest to revise the proposal depending on its merit. The recommendations of the committee will be approved by the Vice-Chancellor.

6.4 The office of Dean (RC) will intimate the Principal Consultant through respective Head of the dept. / Dean of Faculty about the final decision on project proposal.

6.5 The Consultancy Services committee will consist of the following:

1.	Dean (RC)	Chairman
2.	Dean of Faculty Concerned (in case of Teaching Staff) OR Registrar (in case of Non-Teaching Staff)	Member
3.	Head of the dept./office concerned	Member
4.	One faculty member to be nominated by Dean (RC) from (RC) cell	Member
5.	A.R. / D.R. (Accounts)	Member
6.	One Professor/Associate Professor from concerned department (Nominated by Concerned Dean)	Member

6.6 For large projects (> Rs. 10 Lakhs), the CS Committee shall review and assess the progress periodically (at least once in a year or twice in the total duration of the project) for timely completion of the projects.

6.7 The Principal Consultant shall submit the progress report quarterly to the office of Dean (RC). Also, he/ she shall present his/her annual progress invariably in front of the CSC.

7. Manpower

7.1 Hiring of casual staff/labour: The Principal Consultant can hire casual staff and or casual labour as per approved rates of the Institute/DC rate.

7.2 For hiring special skilled service, the Principal consultant may decide and pay as per the requirement of the consultancy services. The service under this category will be of purely on temporary and need based. The hiring of such staff should be through open advertisement on university website/ local newspaper.

7.3 Use of Existing Staff: Existing faculty member and regular/contractual/outsourced staff of Laboratory/office/ministerial staff who may be available without affecting Department schedule/work may be considered subject to the requirement of the project and availability of such staff. Such staff may be hired from any department as per the requirement by the Principal consultant.

7.4 Use of Existing Students: Students registered in Diploma/Undergraduate/post graduate/Ph.D. programs of the University can be engaged in the consultancy projects. Transparency to be ensured in selection of such students by Principal Consultant. The principal consultant must ensure that equal opportunity is given to all students. The Ph.D. and M.Tech./Master students shall be paid honorarium up to a maximum of Rs.6000/- and Rs.5000/- pm respectively. Diploma/Undergraduate students shall be paid honorarium up to a maximum of Rs 3000/-p.m. and 4000/-pm respectively. The students studying in certificate programs can also be engaged and stipend paid to such students shall be paid up to a maximum of Rs 2000/-p.m.

7.5 Outside Consultants: The Principal consultant with the prior approval of Vice Chancellor on recommendation of Dean (RC) may avail the services of individuals not in the Institute service, or government organization/private organizations as Consultants for any consultancy service.

8. Travel

8.1 The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. All faculty members and non-faculty staff will be paid TA/DA as per SVSU norms. However, if there are deviations from the norms, prior approval of competent authority shall be mandatory for such cases.

8.2 Approval for domestic travel shall be accorded by Principal Consultant; whereas, for travel of Principal consultant prior approval of Dean (RC) is required.

8.3 The expenses incurred for carriage of an equipment in a car/suitable vehicle will also be covered under travel expenses.

8.4 Advance for travel, if any, will be approved by the Dean (RC).

8.5 Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible.

8.6 If client has specified any specific condition(s) for travel under the project that shall be followed normally.

8.7 Approval of the competent Authority, through Dean (RC), will be required for all international travels.

9. Finance and Accounts

9.1 A separate bank account will be maintained for the financial transactions related to consultancy services. All payments related to Consultancy work will be received by the university under separate budget head "Consultancy Services". The funds for consultancy work will be operated by Dean (RC) and Accounts officer of the university.

9.2 At the time of completion of a consultancy project, the Principal Consultant shall submit a copy of final report along with duly audited expenditure statement and completion certificate from the client in the office of Dean (RC).

9.3 The norms for calculation of various percentages for distribution of the total money received from client will be as follows:

Item	Consultancy Project	
	Category -I	Category –II
Total money received from client	G	G
Service Tax	L	L
Total Contracted Amount (T)	$T = G-L$	$T = G-L$
Total Expenditure* (E)	E	E
Remaining Amount (R)	$R = T-E$	$R = T-E$
University Share (U)	$U = 0.4R$	$U = 0.6R$
Balance Amount for Distribution (D)	$D = R-U$	$D = R-U$
Distribution of Amount D for all categories		
0.10D amount will be disbursed among Dean (RC), Dean (concerned faculty) and Chairperson of department, accounts officer as proposed by Dean (RC) and approved by competent authority.		
For Principal Consultant and Co Principal Consultants (if any): $A = 0.90D$. Principal Consultant will get 60% of 0.90D and Co Principal Consultant will get 40% of 0.90D. In case of more than one Co Principal Consultant, the amount (40% of 0.90D) will be equally disbursed.		

9.4 In all Consultancy projects, the money to be charged from the Client 'G' will be decided by the consultancy service committee including Principal Consultant. The consultancy projects under category II involve levy of usage charges of physical infrastructure/equipment/software. The Principal Consultant shall quote SVSU rates to be charged from the client. The rates so proposed by the Principal Consultant shall be negotiated and finalized by the CSC including the Principal Consultant. The committee must ensure that a reasonable income to university is ensured through such projects along with the recovery of depreciation cost of infrastructure. The fixation of rates by the committee may also vary depending on the nature as well as the quantum of work involved.

9.5 In case of Consultancy projects, the usage charges of technical infrastructure (Computational facilities / Software / Hardware, etc.) and Physical infrastructure, etc. of the university shall form part of the University Share U. The usage charges cannot be more than 10% of G.

9.6 Total Expenditure (E)

The total expenditure in the consultancy work should cover the following costs related to the project. The taxes will be applicable as per government rules.

- i. Travel expenses in connection with the consultancy work.
- ii. Salary/payment to labour, honorarium paid, payments to staff/faculty member, fee to the outside experts associated with consultancy project.
- iii. Expenditures on hospitality, stationary, material, preparation of project reports, consumables, Contingency.
- iv. Insurance on equipment and manpower during travel.
- v. Maintenance, calibration / recalibration of equipment / testing facilities required for consultancy work.
- vi. Field work charges
- vii. Any other costs considered appropriate.

9.7 Distribution of University Share (U)

The University Share (U) will be distributed between Institutional Development Fund (IDF), Professional Development Fund (PDF) and Student Development Fund (SDF) as per the norms provided in the table below. The Institutional Development Fund (IDF) will be used for the purpose of employee welfare schemes for employees of SVSU and development of infrastructure/labs in the department and the University respectively. While utilizing the IDF for infrastructure development/labs, preference will be given to the departments / office concerned which have contributed in generating funds through consultancy work.

Professional Development Fund (PDF) is a performance-linked fund created for the employees of the University with the objective of supporting their professional needs. However, preference will be given to those Consultant(s) who have contributed in generating funds through their consultancy work. This fund will be utilized by the employees to attend conferences, pay membership subscription to professional societies, and purchase software, data base, computer and computer peripherals, etc.

The SDF will be used to support the students for their course fee in the university, who do not have any earning member in the family or do not have any support for their studies at SVSU. The cases of such students should be approved by competent authority as recommended by Dean of concerned faculty.

Distribution of University Share (U)			
Item	IDF	PDF	SDF
Consultancy under all categories	0.60U	0.20U	0.20U

9.8 In case any legal dispute arises between the consultant(s) and the client such that the consultant(s) are in any way, held responsible to make good the losses incurred by the client, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total contracted amount (excluding Service Tax) charged for the consultancy project – the expenditure / liabilities on the project or as per order by the competent court. It is in the interest of the consultant(s) to bring this fact to the notice of the clients well in advance. The expenditure / liabilities as determined by the University will be calculated as the expenditure / liability till such date on which the client informs the consultant(s) in writing to stop work on the project for ongoing projects, or till the end of the project for completed projects. The expenditure will also include the remuneration paid to the supporting staff of the University.

9.9 The training programs to be conducted for semi-skilled/skilled manpower/executive of the organizations shall fall under category of consultancy services, provided those are delivered beyond working hours of the university/on holidays/academic breaks. The university share (30% of the total cost of the estimated project) should be taken care while developing such program. Such training may be offered by any skill Faculty or the department of any skill Faculty.

For training programs of semi-skilled/skilled manpower, the honorarium of Rs.500 per hour will

be paid to the employee engaged for delivery of contents. For training programs of managerial/executive staff, the honorarium of Rs.1500 will be paid to the SVSU employee engaged for delivery of contents, and the honorarium paid to external experts can be maximum up to Rs 5000/- per hour. The Distribution of Amount D, if any, in this case will be:

- (i) 0.10D amount will be disbursed among Dean (concerned Faculty), Chairperson of concerned department and accounts officer equally as proposed by Dean (RC) and approved by competent authority.
- (ii) 0.10D shall be disbursed among employees who are involved in content development as proposed by Dean of concerned Faculty and approved by Dean (RC).
- (iii) 0.80D will be disbursed towards the concerned department/Faculty account which will be maintained separately. This department/Faculty fund will be utilized for the capacity building.

The assessment and certification for training programs of semi-skilled/skilled manpower will be done by assessment and certification department of the University. The cost of such assessments shall be part of the expenditure (E) of project. For executive programs, the assessment and certification cost (if any) shall also be included in the expenditure (E) of the project.

10. Purchase

All purchases / procurement under consultancy projects shall be made as per norms prevailing in the University.

11. Documentation

Following documents will be maintained by the Principal Consultant through his teammembers and produced as and when required.

- a) Attendance Records: Attendance record of the Consultant(s), supporting staff etc.with man-hours spent during the consultancy work.
- b) Inspection / Site Visit Register: A register to record any site visit by the Consultant(s) be maintained by the Principal Consultant. The suggestions rendered by the Consultant(s) during site visit along with remarks of the clients must be recorded. Further, if any expert advice by external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Consultant(s).
- c) Salary/Payment Record: To record all payments made to Consultant(s), supporting staff etc.
- d) Consumable and Non-Consumable Register: Register for recording hire/purchase of all equipment, materials, all consumables, non-consumables items etc. and its utilization.

- e) Travel Record Register: To record details of all expenditure incurred on travel.
- f) Log books and Warranty/Guarantee Record: Log books be used to record number of hours, laboratory equipment or hired or purchased equipment have been used. Besides, maintain warranty/guarantee certificates and also breakdown details of equipment.
- g) Correspondence File: For all correspondence since initiation.
- h) Agreement/Contract File: To maintain complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.
- i) Work Progress Report: Record of monthly progress report will be maintained by the Consultant(s). Every three months, the consultant(s) is supposed to submit a copy of progress report to the client.
- j) Any Other Document: Any other document as per the requirement of the client / nature of consultancy project, etc. shall also be maintained by the Consultant(s)

12. Review

These rules may be reviewed from time to time as per needs.

Standard Terms and Conditions

In addition to the specified General Consultancy rules, the following terms and conditions will apply to consultancy projects taken under all categories by SVSU, unless otherwise mutually agreed to in a separate document.

1. **DECLARATION:** All consultancy work undertaken by SVSU as part of the project will be in good faith and based on material / data / other relevant information given by the Client requesting for the work.
2. **CONFIDENTIALITY:** Due care will be taken by SVSU to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the client.
3. **REPORTS:** Any test or other consultancy report given by SVSU will be based on work performed according to available standards and / or open domain literature. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from SVSU. The university reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research purposes.
4. **WORK PERFORMANCE:** Every effort will be made to complete the specified work according to the planned time schedule. However, SVSU will not be held responsible for delays caused beyond its reasonable control.
5. **CONFLICT OF INTEREST:** SVSU may take up work for other clients also in the same area, provided, to the best of the university's knowledge, there is no conflict of interest in undertaking such projects.
6. **PAYMENT:** The payment of consultancy work to SVSU generally are to be made in advance and in full before the start of the project, through a demand draft / crossed valid cheque, drawn in favour of Registrar, SVSU and sent to the office of Dean/Director - CS. The charges will also include any applicable tax as prescribed by the Government of India from time to time.
7. **TERMINATION:** The consultancy project work may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.
8. **LIABILITY:** SVSU shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure).
9. **INTELLECTUAL PROPERTY RIGHTS:** All rights pertaining to any intellectual property generated / created / invented in the due course of the project, will be the

joint property of SVSU and the Consultant(s). Terms and conditions regarding transferring / assigning / selling these rights to the client shall be governed by a separate written and mutually agreed to document, if required.

10. ROYALTY: Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultant and the University) of a fixed percentage (to be decided by the Vice Chancellor) will be paid to the University by the client.

11. RESOLUTION OF DISPUTES: Any disputes arising out of the project shall be amicably settled by both the organizations. The legal jurisdiction related to any type of litigation will remain Gurugram or Palwal only. The arbitration power shall lie with Registrar, SVSU in case of any dispute and the decision taken by the Registrar shall be final.

Consultancy Services
Shri Vishwakarma Skill University

FORM FOR APPROVAL OF CONSULTANCY PROJECT

(INDIA)

1. Name of the Department/Office/Branch:
2. Title of the Consultancy Project:
3. Consultancy Project Category: I / II _____
4. Duration of the Consultancy Project (Year/Month/Days): _____
5. (i) Date of Commencement _____ (ii) Expected Date of Completion _____
6. Detailed Project Report (DPR) attached: YES / NO _____
7. Client's Name and Address

8. Type of Client (Tick): Private Sector/ Govt. Sector/ Public Sector /Foreign Agency / Others (Please Specify)
9. Payment to be received in: FULL / Part _____; Indian Currency / Foreign Currency _____
10. Whether MoU/ Agreement Signed with Client (Attach, if any): Signed / Not Signed
11. Consent Letter from the Client attached: YES / NO _____
12. Consent Letter from the Consultant(s) attached: YES / NO _____
13. Whether Eligibility criteria as Consultant(s) fulfilled as per Consultancy Rules of the University: Yes / No If Yes, attach in DPR the detailed proof(s) in support of claiming the eligibility as Consultant(s).
14. Consultant(s) Certificate (Annexure III) attached: YES / NO _____
15. Details of Persons involved in the Consultancy Project:

Name of Consultant(s) along with Designation & Department/Office/Branch	Brief role	Man Days	Signature

Attach with DPR another sheet giving details regarding (i) Task and Responsibilities of the Consultant(s) in detail (ii) Details along with Name, Designation, Task and Responsibilities, etc. of the Ministerial staff and Technical staff to be involved in the consultancy project. (ii) Detailed Schedule (including Travel) of the Consultancy Project justifying the Mandays required for completion of the Consultancy Project.

16. Budget (should conform to the amount of contract/ agreement with the Client)

Description	Budgeted Amount
1.Gross Amount including Service Tax, G 2.Service Tax, L 3.Contract Amount, T=G-L 4.Total Expenditure, E 5.University Share as per Project Category, U 6. Balance Amount for Distribution, D	
ATTACH WITH DPR, A SEPARATE SHEET GIVING COMPLETE TENTATIVE DETAILS of the following: (i) Amount to be used for Total Expenditure (E) by the Consultant(s) as per Consultancy Rules. (ii) Amount (D) to be distributed among the Consultant(s) and other bodies as per Consultancy Rules.	

Signature of the Principal Consultant (with

date) Forwarded by Head of Department/Dean/branch/office

Dean (RC) office, **SVSU**

Consultancy Project No.: _____ **Dated:** _____

**Recommendations of Consultancy Service Committee: Approved /
NotApproved / Suggestions for improvement**

Convener

Member(s)

Consultant(s) Certificate

1. Certified that this consultancy assignment shall not clash with my teaching/officework in the department/office or any other official duty at the University.
2. That the interest of my department/office in the University shall not suffer.

(Consultant's Signature)

Address (Office)

(Countersigned with official stamp)
Head of the Dept./Dean/Branch /
Office



Shri Vishwakarma Skill University

(Enacted under Haryana Govt. Act No. 25 of 2016)

Transit Office: Plot No. 147, Sector- 44, Gurugram (Haryana)

Permanent Campus: Dudhola, Palwal (Haryana)

www.svsu.ac.in