

[Approved by the E.C. in its 345 Meeting held on 23 & 24 March, 2021 Side Resolution No. 18]

Entitlement to Undertake Private Work Policy, 2020

1. Purpose

The objective of this policy is to outline the responsibilities of faculty members, and the conditions that apply, for undertaking private work. Dibrugarh University recognises that it is in the interest of the faculty members, and the University itself, that they should be involved in contract research, professional practice, consultancy and community service, so that they can share their knowledge and expertise with the community and keep up-to-date with modern practices. Insofar as any private work is consistent with the faculty member's primary teaching, research and administrative responsibilities within the University, such work may be permissible.

2. Organisational Scope

The Entitlement to Undertake Private Work Policy is a University-wide policy that applies to all faculty members of Dibrugarh University.

3. Definitions

For purposes of this policy, unless otherwise stated, the following definition shall apply: Private Work: Work related to the academic or professional field in which the staff member is employed by the University, but which the staff member undertakes, not necessarily for payment, for an individual or organisation outside the University, including governmental, professional and community groups, and for which the University has not accepted a contractual liability. Private work does not include tuition or coaching classes. Where there is doubt about whether a particular work constitutes private or university work, it will be referred to the concerned Head of the Department/Centre and/or the Dean of the Faculty and/or Dean R&D; and if necessary, the matter may be referred to the Vice Chancellor.

4. Policy Content and Guidelines

4.1 University-related Work

The following items are considered part of an academic staff member's normal duties in contributing to the wider academic purpose of the University, and therefore do not constitute private work: (a) Where a staff member provides information or gives a reaction or an interview to the media, on an ad hoc basis and upon request; (b) Where a staff member accepts public speaking or conference engagements or similar activities, whose purpose is primarily the public dissemination of the expertise and knowledge for which the staff member is employed; (c) Where a staff member sits on a funding agency committee or a committee of a professional organisation/ NGO or public organization; (d) Where a staff member produces a book, monograph or other publication under contract to a publisher, or otherwise engages in professional creative activity, whether or not for a fee or royalties; and (e) Where a staff member is engaged by another organisation to provide assessment, interview or examination duties (f) any assignment by the Government or the Semi-Government organisations.

4.2 Community Service

(a) The following items are neither part of an academic staff member's normal duties nor considered to constitute private work: (i) Where a staff member, although utilising his or her professional expertise, undertakes work (e.g., as a treasurer of a local institution or school committee), not because of his or her role as a University employee but by virtue of his or her capacity as a community member, parent etc.; and (ii) Where a staff member undertakes work outside his or her professional field, and community service activities. (b) This work must not interfere with the performance of the staff member's employment responsibilities and should normally be undertaken in the staff member's own time.

4.3 Paid Private Work

Academic staff are permitted to undertake paid private work, provided that the work does not interfere with their University teaching, research and administrative responsibilities. This entitlement cannot be carried forward to a subsequent year. Any such work must receive the prior approval of the Vice-Chancellor.

4.4 Private Work undertaken whilst on leave for Research, Study Leave and Suspension

Where a staff member is on leave for Research, Study Leave and Suspension he/she is not allowed to undertake private work.

4.5 University Facilities

(a) Faculty members are generally not entitled to use the University's facilities, including stationery, secretarial service, telephone, fax, computing, printing and photocopying facilities, laboratory, equipment and technical support, when engaged in private work, unless this has been authorised in advance by the Vice Chancellor and is paid for in full, either as a charge for each service or as otherwise directed by the University. (b) Faculty members undertaking private work are not entitled to use the University name. Where the use of the University's facilities, as specified in clause 4.5(a), is likely to result in the University's name being associated with a piece of private work, the contract Entitlement to Undertake should include a disclaimer which makes clear that the work is being undertaken in a private capacity and that the University accepts no liability for it. (c) A faculty member may make a lump sum payment to a specific account within the University in recognition of his or her general use of University facilities for private work. (d) Heads of the Department/Centre of Studies are required to ensure that there is full reimbursement for the use of University facilities for private work and to record the amount of private work being undertaken by staff in their Department/Centre. Each Faculty member undertaking private work however, is required to provide through the Head of the Department/ Centre of Studies, an annual report to the Vice-Chancellor, on the nature and range of private work undertaken in their Department/Centre and on the costs recovered by the University as a result of the use of facilities for such work. (e) All liabilities shall be vested upon the faculty member undertaking the private work. (f) No private work shall be undertaken by violating the provisions of

Dibrugarh University Act, Statutes, Ordinances and Rules. (g) All taxes are to be paid by the faculty member undertaking the private work and the concerned faculty member shall solely be responsible for such payments.

4.6 Notification of Private Work to be Undertaken

The Vice Chancellor must be informed through Head of the Department/ Chairperson of the Centre of Studies in advance of all private work to be undertaken by the faculty members. The Vice Chancellor has the power to intervene if he/she judges that the work will impede the performance of the faculty member's teaching, research and administrative responsibilities. However, where a staff member is undertaking, for example, private professional practice with a number of different clients within a short period, general approval may be sought in advance, such as once a month. Sufficient information on the amount of private work to be undertaken must be provided to the Head of the Department/ Centre of Studies to determine whether the proposed work will interfere with the faculty member's teaching or other duties as a University employee.

5. Miscellaneous

5.1 In matters relating to interpretation of this Policy and in the process of its execution, the decision of the Executive Council shall be final unless other-wise, specifically included in these clauses.

5.2 Notwithstanding anything contained in this Policy, the Executive Council shall have the power to alter or modify and interpret any of the provisions of this Policy.

5.3 The University may grant a waiver from the provisions contained in this Policy on a case-by-case basis.

5.4 The emblem of the University is the exclusive identity and the property of the University and no person shall without prior permission of the University utilise the emblem of the University for any Private Work.