



*Guru Ghasidas Vishwavidyalaya*

# **Consultancy Policy (First Revision)**

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## **CONSULTANCY POLICY**

### **1. Introduction**

The purpose of Consultancy Policy trailed by Guru Ghasidas Vishwavidyalaya (hereinafter referred to as GGV) is to promote academic, industry and research interaction and to encourage its faculty members and researchers to provide knowledge inputs sought by industry, government agencies or other research organizations. This Consultancy Policy provides a formal framework to guide the implementation of consultancy processes in GGV. Further, consultancy in any form may help in enhancing the professional skills and spirit of collaboration. Furthermore, this serves as an important component in the resource mobilization in the university.

### **2. DEFINITIONS:**

**2.1. Consultancy:** Consultancy comprises all advisory, procedural and professional services offered by stakeholders (Faculty member/ Researcher/ non-teaching staff) of GGV to external parties from government/non-government agencies and industries with a systematic revenue sharing formula between the consultants and GGV.

**2.2. Consultants:** The consultants shall be the faculty members, researchers and non-teaching staff of GGV with comprehensive range of *skills, expertise, knowledge and any form of intellectual property to offer* consultancy.

**2.3. Consultancy Rules:** This policy provides the guiding principles leading to effective implementation of consultancy activities at GGV.

**2.4. Sponsoring Agency:**

### **3. Scope of the Consultancy Policy**

**3.1.** Any stakeholder of GGV is encouraged to engage in University-supported consulting and other similar work, as long as it does not conflict with the University's interests.

**3.2.** Any consulting assignment undertaken by any stakeholder may be such that it enhances professional and/or academic competence and experience and provides an opportunity for continuing professional education outside of academia and research on the campus.

**3.3.** All such consultancy assignments should create and enhance links between the University and external organizations. Preference should be given to consultancies that assist the University in expanding research opportunities, student recruitment and placement, and assisting the University in accomplishing its mission of knowledge transfer to improve local and regional economies.

**3.4.** Consultancy efforts should also be targeted to generate additional income for the stakeholders and funding for GGV.

**3.5.** This policy is applicable to all academic, academic-related, and administrative personnel at any grade level.

#### **4. General Guidelines**

The consultancy services provided under this policy will be classified into two categories, namely, University Supported Consultancy and Individual Centric Consultancy. Individual Centric Consultancy work may be either (a) based on laboratory and/ or other infrastructure and expertise of a faculty member and/ or (b) based on expertise of a faculty, being of advisory nature.

4.1. University Supported Consultancy services are offered by the university and this work may be assigned to an individual or group of individuals capable of executing the work and will be taken up where the consultancy work is distinct from any project or other work undertaken on the University's behalf.

4.2. A stakeholder may agree only to provide GGV Supported Consultancy services in accordance with the terms and conditions approved by GGV.

4.3. The consultancy cannot be at the cost of the duties of the said stakeholder at the GGV. Ideally, an average of 10 hours can be devoted per week for all consultancy projects during a semester.

4.4. The approval from competent authority is required to ensure compliance of the guidelines as described in this policy. However, protection of the University's intellectual property, and the appropriateness of contractual terms including those relating to liability and intellectual property will be governed as per the provision of Intellectual Property Rights (IPR) policy of GGV.

4.5. Charges for the use of University resources will normally be based on the total cost of the resources as determined by GGV.

4.6. Any consultancy work approved under this policy and undertaken by a stakeholder must be informed to the respective controlling officer of the stakeholder with a request to provide adequate support for the execution of the consultancy work. In case of any dispute arising out of it, the matter shall be referred to the university authority for its resolution.

4.7. University supported consultancy will not be allowed when the consultancy services are to support projects, such as research projects being conducted by the University; or when such consultancy would contractually preclude the University or its staff from engaging in other research or other consultancy.

4.8. When the consultancy calls for the rendering of expert opinion/evidence in courts of law, in arbitration, or before Parliamentary Committees, the consultancy may only be undertaken with permission of the University.

4.9. There shall be a mandatory annual declaration by the stakeholder who is offering consultancy to the effect that the numbers of days spent on consultancy services are in accordance with this policy and all relevant University policies that governs conflicts of interest and/or intellectual property (IPs).

## **5. ADMINISTRATION OF CONSULTANCY SERVICES**

5.1 The University Consultancy Services (UCS) shall be administered by an Advisory Committee consisting of the following;

- 1-Dean of the School/Controlling Officer where consultancy proposal is under process -  
Chairperson
- 2-Two faculty members, preferably professors from the school/ two members of the concerned section  
-Member
- 3-One faculty member of the department/ member from the section where consultancy is offered  
-Member
- 4-One faculty member / member from section (to be nominated by the Chairperson) -Member
- 5-One member from Finance sSection (Nominated by the Finance Officer) -  
Member
- 6-Stakeholder offering consultancy -Member Secretary

This Advisory Committee shall have the overall responsibility of administration of the consultancy services including policy matters such as budget breakup, smooth execution of the consultancy assignment, and any dispute arising out of implementation of the same. Further, the Advisory Committee will evaluate the report on completion of the consultancy work as submitted by the Member Secretary and forward the same to the university. In case the consultancy requires a dedicated manpower for keeping of records and managing the routine activities related to the consultancy work, the Advisory Committee may recommend for appointing an office assistant on a fixed salary based on the university norms. However, such salary will be paid from the amount received from the consultancy and a provision for that will be specifically made in the proposal. The Member Secretary shall be responsible for upkeep of records, maintenance of accounts and preparation of annual reports and preparation utilization certificate and its submission to the Advisory Committee. The tenure of the Advisory Committee will be till the submission of the final report.

### **5.2. Mode of acceptance of consultancy work:-**

Stakeholders can take up a consultancy assignment directly or through the concerned department. All such proposals shall be reported generally in advance to the university through the Dean of the School/ controlling officer. The consultancy proposal submitted will be taken up only after due approval from the competent authority and signing-up of MoU for consultancy with the organization requesting such consultancy services.

### **5.3. Appointment of additional staff for consultancy:-**

In such consultancy proposals where additional staff has been provided as per the terms and conditions of the proposal for execution and successful completion of consultancy assignment, the appointment of such staff will be done as per the norms of the university on purely temporary basis for the tenure of the consultancy work.

**5.4. TA/DA Rules:-**

For consultancy outside the GGV campus the teacher concerned and the technicians, experts etc. accompanying him would be entitled for TA/DA as per the TA/DA rules of the University. However, prior approval for such visit must be obtained from the sanctioning authority.

**5.5. Hospitality to the Client:**

The University shall provide accommodation (if available) at concessional rate, as applicable to the guests of the University. The expenses related to the client hospitality have to be borne by the client.

**5.6. Deduction of Income Tax at source:**

The stakeholder of the Consultancy Services will inform the University for deduction of income tax at source as per the rules of the University. Wherever such payments are made by the university, income tax deduction will be done at source as per the norms will.

**5.7. Responsibility of the Member Secretary of the Advisory committee:**

1. The Secretary shall ensure holding at least two Advisory Committee meetings in an academic year.
2. Publication of Annual Report
3. Income tax deduction at source and its deposition.
4. Upkeep of day-to-day records.

**5.8. Fixation of Charge /Fees:**

The Charge /fees for specific assignment related to consultancy shall include one or more of the following components:

1. Visiting fees for visits of faculty members and other staff to the client (s).
2. Consultancy charge
3. Cost of members
4. Hiring of temporary staff
5. Expenses of the fieldwork
6. Cost of additional equipment and development of infrastructure
7. Expenses incurred in preparation of progress report
8. Any other expenses not covered above

**5.9 Charge for Central Facilities:**

University shall notify the list of facilities that can be availed by any person other than the stakeholder of the university. The usage charges of such central facilities will be worked out and notified by the university from time to time and will be uploaded on the university website.

**5.10. Collection of Consultancy Charges /fees/ central facility:**

Consultancy charge shall be payable preferably via online mode or through challan to be issued by the concerned department/section of the GGV. All such amounts will be deposited in a special account, preferably titled ‘Consultancy Services GGV’ or in any other account notified by the university.

**5.11. Distribution of Consultancy Earnings:**

**•Individual /Group consultancy using Lab. Facilities**

All the earnings of consultancy be deposited in the Special Fund of the University in the following proportion:

1	Stakeholder to whom consultancy is awarded	60%
2	R &D fund of the Department where consultancy is offered	25%
3	Special fund of the University	15%

**•Individual /Group consultancy not using Lab. Facilities :**

1	Stakeholder to whom consultancy is awarded	70%
2	R &D fund of the Department where consultancy is offered	20%
3	Special fund of the University	10%

Payment of the consultancy charge to the consultancy provider(s) shall be subject to the submission of report to the client industry/organization under intimation to the consultancy service.

**5.12. Utilization of charge / fees received toward expenses:-**

- (a) The charges received towards the actual expenses for any consultancy work shall be used for the specific work for which the charges are made.
- (b) Where necessary, a Committee consisting of the following shall help in the purchase of equipment/ materials and for hiring of temporary staff:
  - (i) Stakeholder offering Consultancy Services.
  - (ii) Individual teacher / non-teaching staff nominated by Dean of the School/controlling officer.
  - (iii) Head /Controlling Officer of the concerned department where the consultancy work is undertaken.
  - (iv) One officer from the Finance Section

**5.12. Involvement of non teaching staff and students:-**

Individual Stakeholder (s) and group coordinator (s) for any consultancy project can use the services of non teaching staff and students of the department /University who may be paid suitable remuneration out of the charges /fees received. There shall be no upper limit to remuneration payable to a consultant.

**5.13. Duration of consultancy work and consultancy leave:-**

A stakeholder /non teaching staff shall be ordinarily permitted to spend a maximum of 30 days in any academic year for consultancy work which requires visits outside the University. In the event of absence from routine duty, this shall be treated as "Special Consultancy Leave." This leave will be in addition to the usual duty leave, casual leave and other types of leave for which a teacher /non teaching staff is entitled as per GGV rules. However, this leave cannot be available for more than 10 days at a time.

**5.14. Utilization of R & D Fund of the Department:-**

The R & D fund of the department shall be utilized for R&D activities of the stakeholder and technical staff of the department. This may include developing the required lab and other facilities which are not available and are likely to enhance the quality, reliability, and ease of consultancy in the Department. This fund may also be used for supporting participation of stakeholder in national / international seminars in exceptional cases. For this purpose, the supplementary financial grant given to any stakeholder from the R&D fund shall be restricted to a maximum of Rs. 20,000/-.

**5.15. Documentation of Consultancy Services activities:-**

(a) Suitable proforma (Annexure-I) shall be prepared by the consultancy services provider for taking up different jobs of consultancy work and also for submission of report of the results by the concerned experts to the client. The stakeholder offering Consultancy Services will also be responsible for maintenance of all records of the consultancy work.

(b) Copy of all reports submitted to the client shall be filed in the department. One copy of each shall be sent to the Chairperson of the advisory committee.

(c) A technical report of the work done by the consultancy services provider will be prepared every year by the stakeholder offering consultancy. Such reports shall also contain a description of the institute/ faculty's major expertise and facilities, which shall serve the purpose of publicity and dissemination of the consultancy services capabilities, and will highlight its achievements.

Notwithstanding the above consultancy norms, if any dispute arises between the stakeholder offering consultancy and the consultancy organization, Dean of the respective school would resolve it. The Vice-Chancellor of GGV will be appellant and his/her decision shall be final and binding on all concerned.

## **6. ADDENDUM**

For the routine and regular consultancy work where the rates of consultancy and testing are already approved and notified by the competent authority the following Addendum are recommended to be incorporated in the Policy.

**6.1 Addendum 1. In Clause 5.2 the following will be applicable.**

For regular nature of testing/consultancy services for which the rates are approved by the university, the stake holders or the concerned department/section can take up a consultancy/testing assignment directly or through concerned department. However, the concerned stakeholder or the Department/Section shall inform about such consultancy/testing assignment to the Advisory Committee, Finance Section and the competent Authority at the earliest after receiving the assignment. After completing the work, a summary of the testing/consultancy services rendered shall be reported on quarterly basis to the Dean of the School (Chairman of the Advisory Committee) /Controlling Officer.

**6.2 Addendum 2. In Clause 5.11 (in respect of Clause 5) the following will be applicable**

For regular nature of testing/consultancy services, the stake holders or the concerned department/section will have only one Advisory Committee for the department/section. The tenure of such Advisory Committee shall be generally for three years. The Consultancy/testing amount as per the rates prescribed shall be deposited only in the University Account assigned by the competent authority. After completing the testing/consultancy work, a summary of the testing/consultancy services rendered and the distribution of the consultancy earnings as per section 5.11 of the Consultancy Policy shall be claimed on quarterly basis through the Advisory Committee. The Advisory Committee shall process the above summary and proposal for distribution of testing/consultancy earnings to the University for records and further necessary action.

**6.3 Addendum 3. In Clause 5.4 the following will be applicable.**

For testing/consultancy services outside of GGV campus, where the TA/DA from the university is not required and the expenditures involved with the visit is to be born by the client/firm and the teacher concerned and the technicians/experts, etc., accompanying him are required to complete the visit within a day, then such permissions will be granted by the concerned HoD/Section Head with the information to concerned Dean and the competent Authority as applicable. However, the HoD/Section Head has to ascertain the visit is permitted without hampering the normal teaching and other assignments of the persons concerned.