

## Policy Guidelines on Consultancy

Title:	GNA University Policy Guidelines on Consultancy
Effective Date:	July 2019
Issuing Authority:	Vice Chancellor and Dean Academics
Purpose of this Policy:	The purpose of this policy is to establish consistent guidelines for Undertaking Academic R & D Consultancy assignments on behalf of the University.

### 1. PREAMBLE

- 1.1 It is imperative 'to be the fountainhead of unused thoughts and of advancement in innovation and science' and with its common objective of 'creating a vibe in which unused thoughts, inquire about and grant prosper and from which the pioneers and trend-setters of tomorrow emerge'. In fulfillment of these focuses of significance, GNA University has taken the activity to advance consultancy assignments to be acknowledged by its scholarly staff. They will in this way have the benefit of consulting with both open and private entities, whether national or worldwide. It is our conviction that such exercises would in the long run contribute to the proficient advancement and stature of the faculty member, and that of the University as well.
- 1.2 These guidelines aim to promote and support the innovators at GU, for comprehending their innovative ideas.
- 1.3 The idea behind promoting and supporting innovation and consultancy work at GU is to establish long-lasting professional contacts, associations and relationships. These opportunities for sponsored research for business houses or organizations would generate paid professional work that is substantively related to a faculty member's area of expertise and duties at the university. All faculty members would have to take advance approval for any activities related to consulting to ensure that the activity is not in conflict with the existing duties of the person and is also beneficial to the University.

## 2. Broad Guidelines

The faculty desirous of accepting a consultancy work from any external agency should put up the Consultancy Proposal. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and any other relevant information. Work on a consultancy project shall be undertaken only after the prior approval of the competent authority of the GU. Consultancy Rules and General Guidelines (which are subject to change from time to time) in this respect are given below.

## 3. Consultancy Rules, Scope and Norms

Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the University. Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Design and / or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; etc. for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.

### 3.1 Consultancy Norms

- 3.1.1 The responsibility for conduct of the project and the deliverables will lie with the Consultant Faculty-In-Charge, and the Dean of Research Office will only provide the necessary administrative support.
- 3.1.2 The consultancy cannot be at the cost of the duties of the said faculty member at the GU.
- 3.1.3 All expenses for a consulting project, including the University Overhead Charges and the Service Tax, must be met by the sponsoring agency. GU Overhead Charges are approximately 20% for those that need use of GU laboratory or studio facilities. This overhead charge is computed as an addition to all fees and expenses for the Consultancy Project.
- 3.1.4 A faculty member is free to charge whatever daily fee they deem appropriate.
- 3.1.5 The time spent on consultancy and related assignments shall be limited to the equivalent of one to two working day(s) per week. In addition, consultants may like to utilize, on an average, one non-working day per week.

3.1.6 Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academics, research and related activities.

3.1.7 Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honoraria.

3.1.8 Each project shall be undertaken either under:

- Standard Terms and Conditions (where the work is taken up in good faith between the consultant and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions), or
- Specific research agreement or Memorandum of Understanding (MoU) describing the details of contract.

3.2.9 Consultancy and related services offered will be divided mainly into two categories:

Category A: Expert Advice and Development Projects. This type of project will be expertise intensive and based on the expertise of the Consultant(s)

Category B: Testing Projects. This type of project will be infrastructure intensive and will be based on extensive usage of the GU infrastructure.

#### 4. Consultancy Rules: Travel

Travel out of the campus on account of consultancy activities should be undertaken with intimation to the head of the department/school. In case of Heads of these entities, intimations should be sent to the Vice Chancellor, GU.

#### 5. Consultancy Rules: Project Execution

5.1 When the enquiry is directly received by the Institute, the work will be assigned to specific consultant/or groups of consultants depending on their expertise, and existing commitments.

5.2 In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person with the approval of the Vice Chancellor.

5.3 All acceptance letters will be sent by the Registrar to the requesting agencies, in consultation with the Vice Chancellor.

- 5.4 Consultancy project proposals (prepared in response to a client's request) are to be approved by the Vice Chancellor, who may examine the scope of the work and cost estimates. It is essential to discuss proposed work plans with a client vis-à-vis the scope and projected time-line, in order to obtain clarity before the consultant prepares the cost and estimates.
- 5.5 The Charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may have to be considered.
- 5.6 The minimum charges applicable in respect of consultancy jobs will be Rs 10,000/-

#### 6. Costing of Project

- Consultant Fees
- Charges for Personnel engaged
- Operational expenses & Overhead expenses
- Capital Expenditure\*
- Legal expenses

\* Invoicing for any capital expenditure will be on the name of GNA University

#### 7. Revenue Sharing

The consultancy fee will be shared between the consultant and University in the ratio of 50:50

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