



**DEEN DAYAL UPADHYAYA
GORAKHPUR UNIVERSITY
GORAKHPUR**

**POLICY
DOCUMENT**

Internal Quality Assurance Cell (IQAC)

CONSULTANCY POLICY

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1. Introduction:

In the present time most of the Universities and Institutions are engaged with consultancy/ research activities which could generate revenue using the expertise available with the academic and technical staffs. DDU Gorakhpur University has expertise in various research areas to provide knowledge and intellectual inputs as per the requirements of different industries/government/non-government organizations. Consultancy is essentially a knowledge-based profession and consultants play an important role in technological, industrial and economic development. In the present era intangible assets of an organization such as technical know-how and expertise of academic and technical staffs are more valuable than its physical assets. In order to promote research-based education in emerging areas in applied sciences, humanities, law, engineering, management and agricultural sciences and encouraging academic and technical staffs for consultancy services and when required this consultancy policy is being framed.

1.1. Objectives:

- (i) Effective utilization of the expertise of University's academic and technical staffs to promote mutual interactions with industry, other institutions, governmental and non-governmental organizations to generate revenue by promoting consultancy services.
- (ii) Upgrading the state-of-the-art technology-based researches among faculty members to generate funds.
- (iii) To promote excellence in research and innovations as per the demand of the local and global communities.

1.2. Consultancy advisory committee

In order to facilitate consultancy services a consultancy advisory committee (hereafter referred to as CAC) will be set up in the University with the following compositions:

- (i) Vice-Chancellor –or his nominee: Chairman
- (ii) Dean Faculty of Science/Dean Faculty of Arts/Dean Faculty of Law/Dean Faculty of Commerce/
Dean Faculty of Agriculture/Dean Faculty of Engineering (***Any two Deans to be member of the CAC as nominated by Vice-Chancellor for a period of one year***)

The Vice-Chancellor on the recommendation of CAC may co-opt for any member(s) as per the requirement.

2. Definition and Scope of the policy

- 2.1 The DDU Gorakhpur University, Gorakhpur adopts the UGC definition of consultancy as: *“The provision of expert advice and work crucially dependent on a high degree of intellectual input which is for commercial and non-commercial purpose and without the creation of new knowledge. Consultancy*

may be carried out either by academic staff or by members of the staff who are not on academic contracts such as senior university staff or administrative/support staff hired for short duration.”

Consultancy shall be in area of expertise of the University/individual preferably in thrust areas as identified by the University. There will be three different types of consultancy services offered by the University, viz.

- (i) **Institutional consultancy:** wherein the services shall comprise if technical, engineering, scientific or other professional advice/assistance based on the available knowledge/expertise in the University and envisaging use of University facilities (without disturbing the academic schedule) for essential discharge of duties including experimentation needed to meet the objectives of the consultancy assignment.
- (ii) **Routine Consultancy:** wherein the services involved routine laboratory testing and no interpretation of the results is called for. Neither any technical advice to be rendered nor is the test results to be processed further. This may involve equipment and consumables available in the University.
- (iii) **Individual advisory consultancy:** wherein the services would involve technical, engineering, scientific or other professional advice provided to a client purely on the basis of available expert knowledge and experience of individual rendered outside the University and envisaging minimal use of infrastructural facilities and secretarial services of the University (without disturbing the normal functioning and academic schedule of the University).

2.2 Scope

- 2.2.1 Consultancy services may be offered to Industries, service sector, Governmental and Non-Governmental organizations, Institutions and other national and international agencies in niche area of expertise available in the University.
- 2.2.2 The services offered shall be along the lines of “Professional services” and will be subjected to obligations and ethical requirements associated with such services.
- 2.2.3 Consultancy services offered may cover a variety of activities including expert advice, instrumentation, technological assessments, product and process development, software development, management skills, economization and optimization, project work/dissertation involving experimental research, personal and professional counseling etc.
- 2.2.4 Examination duties delivered special lectures, participation in university, college and public service commission selection committees, membership of Board of Directors of companies, authorship of, or royalties from, the publication of books, lecture tours, service on public sector or charitable committees, editorship of academic journals or publications of academic articles, professional art performances are not to be included in consultancy services.

2.3 Norms

Consultancy service work will be taken up by academic and technical staffs of DDU Gorakhpur University, Gorakhpur subject to the following's norms:

- 2.3.1** The consultancy advisory committee (CAC) will be co-ordinate and guide the consultation activities of the University as per the needs of industries/government/non-government organizations and based on the available expertise in the University.
- 2.3.2** The consultancy cannot be at the cost of the assigned duties of the said academic and technical staffs and a maximum of 8 hours per week (equivalent to one working day) for all consultancy projects during a semester. In addition, consultants may like to utilize, on an average, one working day per week.
- 2.3.3** All expenses for a consultancy project including the University Overhead Charges and the service tax must be met by the sponsoring agency.
- 2.3.4** Recruitment of temporary staffs for consultancy projects shall follow existing University norms and rules for project staff recruitment. Purchase and travel for such services shall be from the project funds budgeted for such expenses and shall follow the existing University purchase and travel rules.
- 2.3.5** Students who are willing to work on consultancy projects may be permitted as per University norms to do so, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honoraria as decided by the University.
- 2.3.6** Consultancy services offered may be divided into three categories as under:

Category-I	Expert advice and development projects	This will be expertise intensive and will be exclusively based on the expertise of the consultant(s)
Category-II	Testing projects	This will be infrastructure intensive and will be based on extensive usage of the University infrastructure
Category-III	Project work/dissertation for outside students	This will be based on the request from students of other universities/institute through proper channel based on the expertise available in different departments of the University. The permission for the project work /dissertation work will be decided by the Chairman CAC in consultation with Head of the respective Department.

2.4 Rules

The request for consultancy projects/services from different organizations will be addressed to the chairman CAC and finalization of the agreement will be based on several rules as mentioned below

- 2.4.1** Consultancy services as desired from different organization or individual will be assigned to specific consultant /or group of consultants based on available expertise by CAC.
- 2.4.2** All consultancy project proposals (prepared in response to the requesting agencies) are to be approved by the Vice-Chancellor after forwarding remarks from respective Dean and Head of the Department.
- 2.4.3** Cost of consultancy projects /services will be evaluated based on cost of consultant's time and intellectual input, TA/DA (if required), number of days involved, cost of inputs (like chemicals/ raw materials/consumables/stationary/computer charges/miscellaneous items etc.), infrastructural facility and will be negotiable varying from case to case. The final decision for the same will be taken by CAC.
- 2.4.4** The finalization of consultancy proposal should clearly highlights the followings points as mentioned below:
- Outline of work and terms of reference of should be clearly defined.
 - The requirements (infrastructural /equipments/chemicals etc.) for executing the consultancy should be identified and informed to the client.
 - Mutual agreement should be made with reference to the procedure and programmes prior to execution of the proposal.
 - The time frame should be well defined for the undertaken proposal.
 - The proposal should clearly define the number of staffs involved, consultancy fees, duties and responsibilities assigned to staff(s) and other expenditure details.

3. Consultancy Fees

- 3.1** The consultancy fees will be decided by CAC and final approval will be done by Vice-Chancellor.
- 3.2** The client shall pay 50% of the total cost of consultancy project/service as recommended by CAC in advance and the rest of the amount will be paid after completion of the work.
- 3.3** A separate budget head for consultancy services will be arranged by Finance officer, DDU Gorakhpur University, Gorakhpur.
- 3.4** The cost of consultancy projects/services shall be given under the following heads (i) Intellectual /expert fee; (ii) manpower; (iii)Transport; (iv)Field work; (v)Equipments /consumables; (vi) Contingency and (vii) Miscellaneous items. TA/DA if involved will be as per the University rules and GST is applicable as per Government norms. The details should be displayed in the agreement signed with the client.

3.5 The distribution of consultancy amount received will bears under

- 3.5.1 For consultancy work 70% of the amount received will be paid to the consultant(s) and 30% will accrue to the University.
- 3.5.2 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will be paid to the corpus fund “development fund” and 50% will be available to the concerned department(s) from where the instruments and other facilities have been used.
- 3.5.3 The amount distributed to the staff will be as per recommendation of the CAC and approved by the Vice-Chancellor.

4. Standard terms and conditions for consultancy services

- 4.1 Declaration:** All consultancy works undertaken by staff(s) of DDU Gorakhpur University will be in good faith and based on material/data/other relevant information given by the client as per the agreement.
- 4.2 Privacy:** Due care will be taken by University to maintain confidentiality and discretion regarding confidential informations received from the client, including but not limited to results, report and identity of the client.
- 4.3 Publications:** Any test or other consultancy report given by the University will be based on work performed according to available standard 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 University. The University reserves the right to retain one copy of the report and use the results of the project for its internal teaching and joint research and publications purposes.
- 4.4 Payment:** The payment should be made through Cheque/Demand draft (DD)/Online Transfer in favor of Finance Officer, Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur. The charges will also include any applicable tax and other levies, if any, as prescribed by the State/Central Governments from time to time.
- 4.5 Loss of contract:** The consultancy project/services may be terminated by either part by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.
- 4.6 Liability:** The University 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). The liability, if any, at all of University shall be limited to the funds received for the consultancy project/services.
- 4.7 Intellectual Property Rights:** All rights pertaining to any intellectual property generated /created/invented in due course of the project/service will be the joint property of University and the client. Terms and conditions regarding transferring/assigning/ selling these rights to the client shall be governed by a separate written and agreed to document if required.
- 4.8 Resolution of disputes:** Any disputes arising out of the consultancy project shall be amicably settled by the University and the client. Any unsettled disputes may be subject to resolution as per the Indian Arbitration and Conciliation Act 1996 and the legal constraints are subject to Gorakhpur Jurisdiction only.

ANNEXURE-I

Consultant Certificate

- (i) Certified that this consultancy assignment shall not clash with my assigned teaching /research in the Department or any other official duty assigned by the University.
- (ii) That the interest of my Department /University Shall not suffers academically and financially.
- (iii) That the total annual income of my all consultancy works shall not exceed my total emoluments for six months in the calendar year.
- (iv) The conduct of consultancy work should be in accordance with the moral and ethics of the University.

(Consultant's Signature)

Address (Office)

Residence

E-mail ID:

Phone/Mobile No:

Recommendation of Head of the Department

(Signature with Official Stamp)

Annexure-II
Letter for consultancy works
(To be typed on the Organization letter pad)

Date: _____

1. Project/Consultancy service title:
2. Organization details:
3. Name of the representative :
4. Designation:
5. Telephone: _____ Fax: _____
6. Email:
7. Cost of the Project including GST and other taxes:
8. Duration of the work:
9. Expected completion Date:
10. Scope of the proposed work:
11. Any other details:

Declaration:

We agree to the above proposal norms, standards and other conditions of Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur.

Authorized Signatory of the Firm/Organization

Signature : _____

Name: _____

Designation : _____

Date : _____

Place : _____

Annexure-III

Proforma of final report of consultancy project

1. Details of University Staff(s) and Department(s)
2. Type of Consultancy work/project:
3. Organization for which consultancy project/service was carried out:
4. Starting Date:
5. Completion Date:
6. Total consultancy amount received as fee:
7. Salient feature of the work carried out (briefly)
8. Any IPR issue out the work carried out:
9. If yes provide the details

(Signature of University Staff(s) involved with the consultancy work)

