



Consultancy Policy  
of  
Gondwana University, Gadchiroli

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# CONSULTANCY POLICY

## 1. INTRODUCTION

The Gondwana University, Gadchiroli recognises the value of its Teaching and Non-Teaching staff undertaking consultancy for outside institutions. This work is an important channel through which knowledge and expertise can flow to and from businesses and other external agencies. This contributes to the development of growing and productive relationships. Consultancy activity within the University is often associated with other contractual relationships, including research, service contracts and in some cases, the provision of funds to provide studentships. It is therefore, the University's core policy to encourage Teaching / Non-Teaching Staff to engage in consultancy wherever appropriate and in a manner that is consistent with their contractual responsibilities. This policy is intended to provide the information required to undertake consultancy work in accordance with the University's approved procedures.

## 2. DEFINITIONS

1. This Policy is called the "Gondwana University, Gadchiroli, Consultancy Policy" and applies to all academic and administrative staff of Gondwana University, Gadchiroli.
2. "University" means Gondwana University, Gadchiroli.
3. "Consultancy" means a professional work carried out on behalf of a third party utilising the knowledge and expertise of a member(s) of University faculties/staff and, in some cases, the equipment and facilities of the University.
4. "Consultant" means a member of Teaching / Non-Teaching Staff engaged in the provision of Consultancy.
5. "Teaching staff" means permanent faculties of the Post Graduate Teaching Department of Gondwana University, Gadchiroli.
6. "Non-Teaching staff" means permanent officers and other non-teaching employees of Gondwana University, Gadchiroli
7. "Client" means Government and Non-Government Organisations, Industries, Firms, Companies and other National and International agencies which are receiving Consultancy Services.
8. "Deliverables" means final outcome of the Consultancy Project that is intended to be delivered to the Client.

9. “Consultancy Committee” means Gondwana University Consultancy Committee.

The Gondwana University, Gadchiroli, 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 or non-commercial purpose and without the creation of new knowledge.”<sup>1</sup>

### **3. SCOPE OF THE POLICY**

#### **3.1. CONSULTANCY:**

The University uses a broad definition of what constitutes consultancy. It’s essential features are:

1. Consultancy is work of a professional nature, undertaken by University Teaching / Non-Teaching Staff in their field of expertise, for clients outside the institution, for which some financial return is provided;
2. Unlike research, it does not have as a prime purpose of generation of new knowledge;
3. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client;
4. The University normally does not have freedom of publication over the results of consultancy;

**3.2. CONSULTANCY FOR COMPANIES OWNED BY THE UNIVERSITY** or in which a member of Teaching / Non-Teaching Staff may have an interest are also included within the scope of this document. Teaching / Non-Teaching Staff are advised to ensure that they comply with the University’s Conflicts of Interest Policy when undertaking any work for such companies.

**3.3. EXCLUDED FROM THE ABOVE DEFINITIONS:** This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:

1. Authorship of, or royalties from, the publication of books
2. Service on public sector or charitable committees
3. External examiner duties

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<sup>1</sup> [https://www.ugc.ac.in/pdfnews/1538041\\_industry-inter-linkage-notice.pdf](https://www.ugc.ac.in/pdfnews/1538041_industry-inter-linkage-notice.pdf)

4. Lecture tours and conference presentations or attendance
5. Editorship of academic journals or the publication of academic articles
6. Professional arts performances

The final approval of the consultancy will be approved by the University Consultancy Committee headed by the Vice-Chancellor of the Gondwana University, Gadchiroli. If conflict arises the final decision will be taken by the committee headed Vice-Chancellor Gondwana University, Gadchiroli.

#### **4. ACTIVITIES TO BE EXCLUDED FROM CONSULTANCY:**

Following shall not be construed as the consultancy work for the purpose of regulating the fee received by the 'Teaching Faculty' of the university.

1. Writing of reports, papers or study material on selected subjects for 'Research Agencies' like 'University Grand Commission' 'Department of Science and Technology', etc.
2. Fees received by the university teacher from recognised university, anywhere in India or abroad', or other statutory bodies or govt. agencies which are wholly or partially owned by the State Govt. of Maharashtra for the performance of the work connected with the examination conducted by those bodies or for delivering of lectures both in govt. sector and private sector organisations.
3. Income derived by the university teacher for teaching M.Phil. & Ph.D. Course Work or Guest Lecture income derived by the university teacher as 'Adjunct Faculty', 'Adjunct Professor', 'Scholar-in-Residence', etc.
4. Income or Royalty from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences and social sciences
5. Income from occasional participation in sports, games, athletic activities as players, referees, umpires or managers of the team
6. Income from occasional participation in 'Theatre', 'Dance', and 'Music Performance', or occasional participation in art exhibition or science exhibition or 'Avishkar', or any other event organised by State Govt.
7. Amount received as awards ('Best Teacher', 'Best Researcher' or any other Academic Award' involving money component)
8. Refereeing Research Papers
9. Reviewing Books
10. Teaching Quality Assessing
11. Academic Audit

**Approval:** Any type of consultancy may pose liability and other risks to both, consultant as well as university administration; therefore compliance with approval requirements, as set out here in this guideline, is essential.

## **5. OBJECTIVES OF THE POLICY**

The University recognizes the value of academic and research, Teaching / Non-Teaching Staff undertaking consultancy. In supporting such external activity, the University's objectives are:

1. To encourage Teaching / Non-Teaching Staff participation in consultancies that bring opportunities and benefits to the University, its Teaching / Non-Teaching Staff and its clients;
2. To ensure that the undertaking of consultancy and related work by members of the University does not interfere with the proper functioning of their duties as academic or research Teaching / Non-Teaching work ;
3. To ensure that the benefits of consultancy and related work to the University and its Teaching / Non-Teaching Staff are maximized;
4. To facilitate and support the delivery of high quality services to meet the needs of clients; and
5. To encourage Teaching / Non-Teaching Staff members to take up consultancy work that generates revenue.

## **6. TYPE OF CONSULTANCY**

### **6.1. UNIVERSITY RESEARCH CONSULTANCY**

A Research Consultancy exists where an teaching and non-teaching staff member provides research skills or expertise in return for remuneration from an external funder. This would include, but not limited to, providing solutions of the prevailing problems of the Industry / Institution, guidance for establishment of R & D unit, guidance for initiation of new research programme / strengthening existing research programme.

### **6.2. UNIVERSITY NON-RESEARCH CONSULTANCY**

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory including market and opinion surveys; quality control; field trials; the provision of professional advice including possible expert witness advice; the provision of professional services such as

design, legal, medical and allied health, participation in fee-paying non-award courses, and community service activity undertaken by teaching and non-teaching staff for charity, community or public purposes; guidance for drafting research proposal, IPR awareness etc, guidance for quality enhancement in teaching learning process and research and development, arranging special training sessions for academic institutions / industries / corporate sector.

### **6.3. PRIVATE CONSULTANCY**

1. A Teaching / Non-Teaching Staff member may undertake a Private Consultancy. In conducting a Private Consultancy, a Teaching / Non-Teaching Staff member must not establish a real or potential conflict with their obligations to the University or undertake activities which are contrary to the interests of the University.
2. No responsibility for Private Consultancy undertaken by a Teaching / Non-Teaching Staff member shall attach to the University.
3. It is the responsibility of the Teaching / Non-Teaching Staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the Teaching / Non-Teaching Staff member and not the University who is carrying out the work, and that the University has no responsibility or liability in the matter.
4. A Teaching / Non-Teaching Staff member conducting a Private Consultancy must ensure the following criteria are met:
  - a. The carrying out of tasks associated with the Private Consultancy will be able to be accomplished without unduly affecting the duties of the position;
  - b. the use of University trademarks such as letterheads, brands etc. or University intellectual property is strictly prohibited in Private Consultancies;
  - c. either:
    - i. no University facility (including library resources, power, space, equipment, consumables, telephone facilities) will be used to fulfil the requirements of the Private Consultancy,

OR

  - ii. the cost of the use of any such facility will be reimbursed under the terms of a written agreement between the Teaching / Non-Teaching Staff member and the University, approved by the designated consultancy committee.

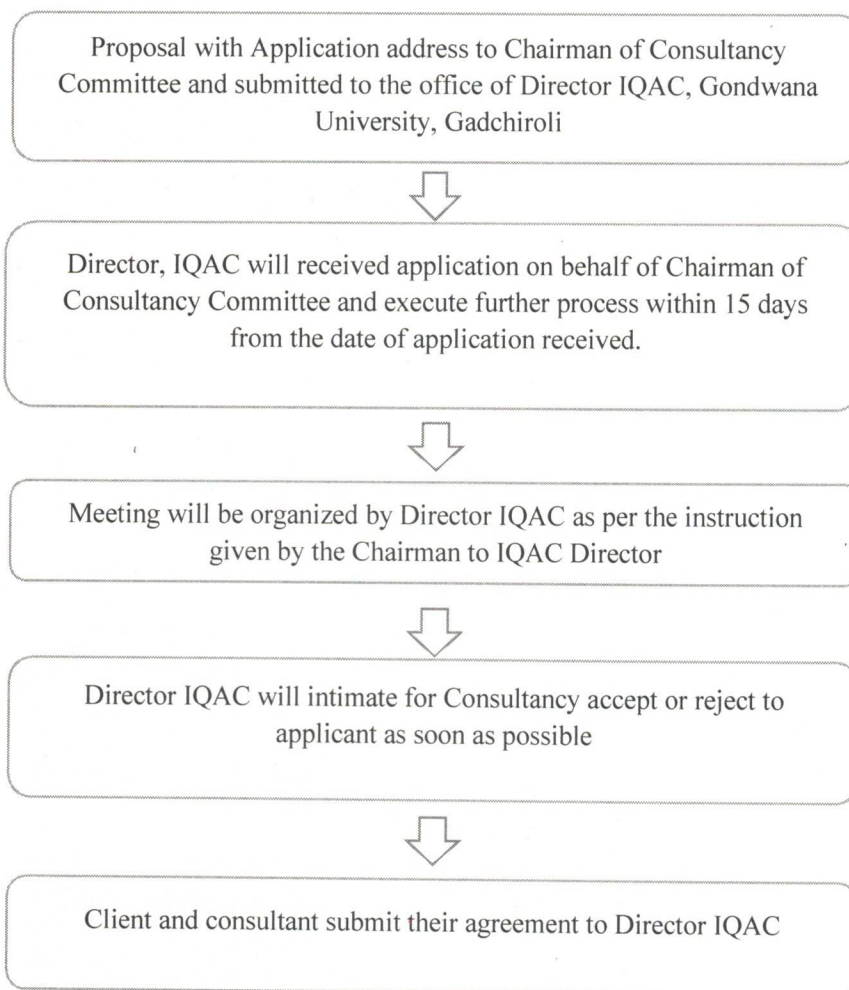
- d. The Private Consultancy is not within an area in which the University might be contracting to provide a service on a commercial basis, possibly utilising the skills of the Teaching / Non-Teaching Staff member involved;
- e. Gondwana University, Gadchiroli is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- f. The Teaching / Non-Teaching Staff member must agree to indemnify Gondwana University, Gadchiroli and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and
- g. The Teaching / Non-Teaching Staff member declares any real or potential conflict of interest to their manager.

## **7. PROCESS / APPROVAL OF CONSULTANCY ACTIVITY**

1. The external party wanting to assign consultancy work will apply for the same through a letter signed by the competent authority or through the application form available at university website.
2. The University reserves the right to accept, reject or amend the proposal.
3. The University does not take responsibility nor make any assurance/warranties as to effectiveness/output of consultancy/project work and shall not be held liable for any action taken by client on the basis of the same or otherwise under any circumstances.
4. All the intellectual property rights etc. of any/all consultancy/research project work etc. related to this proposal shall be owned by Gondwana University, Gadchiroli at all the times without any claim/objection of/from the client.
5. The client shall ensure to provide requisite information and depute the concerned Teaching / Non-Teaching Staff /representative as required for discussion or otherwise for the purpose of the project as and when asked by the university.
6. The consultancy project will be allocated to the concerned by the competent authority through the allotment note.



## 7.1 PROCESS MAP



## 8. SHARING OF INCOME DISTRIBUTION

Sr. No.	Authority	Percentage
1.	Principal / Director	3%
2.	Head of the Department	2%
3.	Teaching	28%
4.	Technical Assistance	8%
5.	Skilled	10%
6.	Peon	0.8%
7.	Account Section	0.2%

### NOTE:

1. If the university incurs a cost for allowing the consultancy, then it will be deducted by the university from the gross income of the consultancy before splitting the net income between the consultant/department and the university.

2. The share distribution is after deducting the government liabilities.
3. The time spent on consultancy and related assignments shall be limited and maximum permissible duty leaves. However in case of the extra duty leaves proposed by consultant the consultancy committee will approved if needed.
4. Faculty can take the help of Students to assist them on consultancy projects. Such work by students may be duly rewarded.
5. Share of consultant/department will be disbursed as per the project term and conditions.
6. Amount received from the client first should submitted to University by Cheque or DD in the name of Account and Finance Officer, Gondwana University, Gadchiroli
7. University Account and Finance Department will distributed after deducting the expenditure incurred by university and government liabilities within 15 days on the whole payment from the client.

## **9. RECORDING MONITORING AND EVALUATION**

- 1) The consultant is required to maintain proper records relating to the progress of their consultancy activity with respect to interventions suggested.
- 2) Original copies of the Consultancy Proposal Form, Letter of agreement/contract must be submitted University.
- 3) All payments made to the stakeholders will be properly documented on completion of the project.

## **10. ROLES AND RESPONSIBILITIES OF CONSULTANT**

- 1) The consultant has to assure that his or her regular work in the university is not hampered by accepting the consultancy work.
- 2) The consultant shall have to submit the report to the concerned party well in time any delay in submission shall be the responsibility of the consultant.
- 3) One copy of the report is to be submitted to the 'University Consultancy Committee'
- 4) Consultant shall have to submit the 'Completion Certificate' to the university authority once the consultancy work comes to an end.

The consultant shall decide on the type of group which will work for the consultancy. It shall be the responsibility of the Deputy Project Leader to complete the consultancy project in case the Main Consultant leaves the university

## **11. TAX DEDUCTION**

The finance office will ensure that both employers and employees costs are remitted to the Govt Revenue. The statutory deductions for income tax will be made, and Teaching / Non-Teaching Staff will receive the net amount.

## **12. TERMS AND CONDITIONS**

1. University reserves the right to approve or not approve the proposal submitted for consultancy work. Duty leaves cannot be claimed as a right and solely given at the discretion of the university.
2. All the benefits will lapse if the Teaching / Non-Teaching Staff leaves the organization.
3. University reserves the right to modify or amend this policy.
4. If teaching/non-teaching staff who under take consultancy are damaging to the reputation of the University or involves financial irregularity or causes harassment by inordinate delay or non-fulfilment of obligations to the client organization it would be treated as misconduct which will be dealt with as per the University Policy.
5. All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the Vice Chancellor, whose decision will be final and binding. The Vice-Chancellor may, at any point of time, call for amendment or revision of this policy document as deemed appropriate. Any violation of the above policy shall be dealt with as per university rules.
6. Consultancy will be took place until and unless consultant/client do not submit his/her proposal with application.

## **13. 'UNIVERSITY CONSULTANCY COMMITTEE'**

1. Vice-Chancellor. – Chairman
2. Pro-Vice Chancellor – Member
3. Registrar – Member Secretary
4. Dean – Member (Nominated by Vice-Chancellor)
5. Two Senior Professors/ Professor/Associate Professor (from the concerned faculty) - Members
6. One Management Council Member - Member
7. Finance and Accounts Officer - Member
8. Director (Innovation, Incubation and Linkages) – (Executive Member for Process of Approval of Consultancy)

*Vice-Chancellor may nominate the Chairman of the Consultancy Committee as per the his/her feasibility. Quorum should be 2/3 of the committee for final decision for accept or reject of consultancy.*

## ANNEXURE-I

### Gondwana University, Gadchiroli FORM FOR APPROVAL OF CONSULTANCY PROJECT

(To be filled by the consultant)

1. Name of the Department/Office/Branch: \_\_\_\_\_
2. Title of the Consultancy Project: \_\_\_\_\_
3. Consultancy Project Category type (Private/Institutional/Individual) \_\_\_\_\_
4. Duration of the Consultancy Project (YY/MM/DD): \_\_\_\_\_
5. (i) Date of Commencement: \_\_\_\_\_  
(ii) Expected Date of Completion \_\_\_\_\_
6. Detailed Project Report(DPR) attached: (YES / NO) \_\_\_\_\_
7. Client's Name and Complete Postal Address: \_\_\_\_\_  
\_\_\_\_\_
8. E-mail ID of Client: \_\_\_\_\_ Mobile Number of Client: \_\_\_\_\_
9. Type of Client: Private Sector/ Govt. Sector/ Public Sector/Foreign Agency / Others (Please Specify) \_\_\_\_\_
10. Payment to be received in : (FULL / PART) \_\_\_\_\_
11. Whether MoU/ Agreement Signed with Client (Attach, if any) \_\_\_\_\_
12. Consent Letter from the Client attached:(YES /NO) \_\_\_\_\_
13. Consent Letter from the Consultant(s) attached:(YES / NO) \_\_\_\_\_
14. In case of utilising institutional resources please mention (Lab equipment, Science equipment, sports equipment, software's, language lab etc.) \_\_\_\_\_

15. Details of Persons involved in the Consultancy Project:

Name of Consultant(s) , along with Designation & Department/Office/Branch	Brief role	No. of Days	Signature
1)			
2)			
3)			

Signature of Consultant

Signature of Client