



**GURU KASHI  
UNIVERSITY**  
PUNJAB - INDIA

## **POLICY FOR CONSULTANCY**

### **Preamble**

The policy for consultancy provides the information and explores the expertise to generate revenue from industry and other external sources for providing solutions to the challenging problems. It shall also promote academia-industry interaction to support innovation, skill development, research and startup for the growth of the university. Therefore, it will also ensure that consultancy in teaching or research undertaken by the faculty should be in consistent with the vision and mission of the university.

Since the University is located in the rural area of south west Punjab and adjoins to the states of Haryana and Rajasthan, the research through consultancy focusing on agricultural and industrial problems of rural masses will meet the challenges of the area and benefit the local and regional community and society at large.

All Research and Non-research consultancies as described in this policy are governed by the following guiding principles:

- There should be an appropriate benefit to the University from the consultancy through income, enhanced reputation, and/or expanding the expertise of the faculty.
- The consultancy must not be in conflict with the policies, functions, objectives or interests of the University or damage the reputation of the University.
- The faculty shall not undertake external research activities where no formal agreement has been authorized by the University unless they are on leave without pay, approved by the Vice Chancellor through proper channel. Such faculty shall not use GKU affiliation or academic title while providing research services which are not approved by the University.
- Consultancy services shall be offered to industry, service sector, Govt. or private National and International agencies in the areas of expertise available in the University by any individual or a group of faculty of the university alone or jointly with the expert(s) from other institutions.
- The routine academic activities like thesis/dissertation adjudication, question paper setting and moderation, examination, editorial, reviewer activities, Book royalty, honorarium for expert Committee meetings, invited lectures, invited

training programmes, organization of conferences/workshops etc. shall not be covered under this policy.

- Testing, analysis & evaluation services shall also be offered in selected specialized areas to meet the needs of Government, semi govt., autonomous or private agencies.
- The consultancies taken up by the faculty members should not affect the teaching and research activities of the university.

### **Procedure of consultancy service**

1. The University allows all faculty members to engage in individual or institutional consultancy provided it does not interfere with the discharge of the duties.
2. Consultancy work shall be subject to the following conditions:
  - (i) The consultancy leave shall be limited to the equivalent of 30 working days in an academic year. It shall not exceed seven days at a stretch including Saturdays and Sundays.
  - (ii) The consultant shall take extra classes to complete assigned academic and teaching responsibilities.
  - (iii) Variation to this time commitment requires the approval of the Vice Chancellor.
3. In case of individual consultancy, s/he shall have to submit the proposal mentioning the overall administration of the project, budget and other administrative activities of consultancy.
4. The consultant shall require to submit the information of the consultancy to the Dean Research through proper channel along with full details of the consultancy on the prescribed Proforma (Annexure – I).
5. The student(s) may be involved in consultancy projects as per University norms provided it does not affect their academic commitments and performance as well as is not in contradiction with the norms of UGC/funding agencies. Remuneration shall be paid besides TA/DA as per mutual agreement.
6. There may be requirement of skilled and semi-skilled staff or daily labour for a project, the wages to them shall be paid to them mutual agreement.
7. Travel out of the campus on account of consultancy activities shall be undertaken with intimation to the Head of the Department. In case of Heads and Deans of these entities, intimations shall be sent to the Dean Research.
8. Students can travel with the permission of the Head of the Department.
9. The consultancy charges, once finalized, shall not be negotiable.
10. The Intellectual Property Policy of the university shall govern all decisions and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.
11. All rights pertaining to any intellectual property generated/created/ invented in the due course of the project, shall be the joint property of the University and the Client, if both the parties agree.
12. On completion of the project, the equipment, apparatus, software, computers & accessories bought under the agreement shall become the property of the university.

13. The revenue generated from a consultancy project shall be shared by the Member and the University, respectively in a 70:30 ratio after deducting the overheads and all other expenses met by the university.
14. If more than one member takes up the consultancy project the 70 per cent amount shall be shared by them equally.
15. On completion of each project, the consultant shall submit an undertaking that s/he has completed the work successfully and shall get a certificate from the industry/entity in this respect.
16. For Institutional Consultancy projects, the services shall be monitored by an Administrative Committee consisting of the following:
  - (i) Dean, Research - Chairperson
  - (ii) Dean of the concerned School
  - (iii) Head of the concerned Department(s)
  - (iv) Consultant(s) faculty
  - (v) Representative of accounts branch
  - (vi) Convener of the committee shall be nominated by the Vice Chancellor among the Consultant(s) of the project

#### Powers and Functions of the Consultancy Committee

- a) The committee shall be responsible for overall administration of the project
- b) to work out the cost of Consultancy.
- c) to approve the expenditure for the project.
- d) act as selection committee for the project staff or other such requirements for successful and timely completion of the project.
- e) recommend necessary measures, if required, for successful completion of the work for the approval of the Competent Authority.