



**GOKUL  
GLOBAL  
UNIVERSITY**

## **Consultancy Policy**

### **Introduction:**

One of the principal mechanisms by which a university can transfer knowledge to the government, public, and private sectors is through consultancy services extended by its academic and technical staff, which contribute to the growth of the economy and to the needs of society. The academic and technical staff of Gokul Global University can make their expert knowledge available to external organizations, including government, public sector bodies, private organizations, individuals, community groups, and business organizations, in the form of consultancy services to solve the problem. These services may help the university establish a long-term relationship with such organizations, which could lead to student placements and research projects as well as an opportunity to generate income for the university and staff members involved in consultancy.

### **University Consultancy**

A member of the Gokul Global University staff who engages with a client for a fee or other benefits shall be recognized as a university consultant. University consultancy should take place where a clear opportunity exists to provide benefits to the individual members of staff, the department, and the faculty, in exchange for expert knowledge and the use of university resources if required.





## **Scope of Work within consultancy services**

- Routine analysis, testing and validation work.
- Expert opinion
- Advising on proprietary technology for a client
- Feasibility and scoping studies
- Analyzing a client's material
- Expert witness testimony
- Structural designs/drawings

## **Working on an outside scientific advisory board.**

- Specialist problem solving for clients
- Developing and marketing a commercial product
- Working for clients on social media
- Professional practice work, such as accounting.
- Architecture or social work
- Market research and technology audits
- Advising on practical of clinical trials
- Revising policies and procedure
- Journalism, whether for the printed, electronic or broad cast media
- Directorships of companies or partnerships, whether or not the position is a direct result of the member of staff's position in the university or whether in an executive or non-executive capacity.

## **Work outside the scope of consultancy services**

Consultancy does not include work undertaken which forms part of the wider academic endeavor such as:

- (i) Acting as external examiner for another university/institutions
- (ii) Journal editing or referring
- (iii) Peer review
- (iv) Committee work





- (v) Lectures or presentations for funding bodies or other universities.
- (vi) Academic conferences
- (vii) Work which does not depend on the member of staff's academics or administrative expertise
- (viii) Membership of any governing body
- (ix) Involvement in systems of quality audit or assessment within higher education
- (x) Involvement in research activity undertaken for, or in collaboration with a commercial or industrial organization in the context of a research grant or contract formally accepted by the university selection committee, book royalty, fellowships etc.

### **Undertaking Consultancy**

As a general policy, members of staff may engage in consultancy work after receiving prior permission as required, provided that it does not conflict with:

- Their contract of employment
- Discharging their duties as specified or given by the University from time to time
- The interest of the Department
- The University

### **Private Trading**

Members of staff should note that private trading activities may not be carried out from university premises without the express permission of the vice chancellor, and that staff must not imply any association between a private trading activity and the university.

### **Consultancy Cell**

A University Consultancy Cell shall undertake and monitor all consultancy jobs on behalf of Gokul Global University. The cell shall be headed by one senior person nominated by the Vice-Chancellor. He or she will be assisted by a team drawn from the relevant departments. For each consulting job, one person shall act as the chief consultant, who shall be responsible for completing the job within the agreed terms and timeframe.





- A request for consulting can be received by any staff member but ultimately submitted to the in-charge consultancy cell for consideration.
- Permission to undertake consultancy work up to one lakh rupees may be given by the in-charge consultancy cell and above one lakh by the vice chancellor.

**While approving a consulting proposal, the following factors will be taken into consideration:**

1. That the normal duty of the individual staff member and the interest of the Department/faculty is not affected
2. The schedule of consultancy should be such which shall not disturb the academic/technical priorities of the department.
3. Expertise is available within university.
4. Adequate infrastructure is available or can be arranged by the university.

**Collection of Charges:**

The client, upon entering the agreements, shall pay in advance 30 percent of the total worked-out cost of the project. The rest of the payment schedule will be as per the agreement. All payments will be received by the university under a separate budget for consulting services.

**Working out the cost of consultancy proposal/project:**

While working out the cost of a consulting project, the following factors should be taken into consideration:

1. No profit is made.
2. Only a fee for expert advice or work will be charged.
3. Only usage charges for infrastructure and depreciation will be included.
4. Administrative fees and taxes (if any) will be charged at the existing rates.
5. Extent of the client's needs
6. Urgency of the client's requirements
7. Level of expertise involved





8. Time involved on the project
9. Availability of competitive alternative consulting
10. Availability of public-domain knowledge
11. The extent of convenience, intrusion, and relevance to research and trading activities to the members of staff, their department, or equivalent.
12. Historic relationships.

**The cost of the project may include the following:**

- Cost of the consultant's time, including the intellectual fee
- Cost of man days for the staff taking part in projects A and D (as agreed with the client)
- Costs of inputs (like chemicals, raw materials, and other types of consumables and equipment)
- Usage charges one piece of equipment (including depreciating and utility of equipment, etc.).
- Cost of stationery
- Computer charges
- Administrative charges
- Miscellaneous

**Responsibility of the Chief Consultant**

Once the terms of the consultancy have been approved, an agreement signed, and an advance received, it shall be the duty of the chief consultant to ensure satisfactory progress and completion of the project on time. For this purpose, he or she may temporarily appoint full-time or part-time staff for a period of six months, draw advances, and make expenditures in accordance with the requirements as the project progresses. The vice-chancellor's approval will be required for the appointment of staff for a period of more than six months.

**Permission to undertake consultancy work**

Permission to take any outside work must be sought in advance from the Vice-Chancellor through the Dean (Academics).





Dean (Academics) will ensure that:

1. A member of staff is not working beyond his or her capabilities or expertise.
2. The proposed arrangements are consistent with other contractual duties and the broader interests of the unit and the university.
3. The resources needed will be available.
4. The distribution of any income is agreed.

### **Adhoc/contractual/part-time members of staff:**

Adhoc/contractual/part-time members of staff must similarly seek permission before accepting or retaining any paid employment of consultancy, if any significant university facilities are to be used in the course of that work, or if the offer of employment or consultancy derives from the member's status as an employee of the university.

### **Consultancy work in a private capacity:**

Permission to undertake entirely private work outside the university will be subject to the following conditions:

1. Obtaining the approval of the Vice-Chancellor through the Dean (Academics)
2. Registering the work on the university's Register of Consultancy Interests
3. Signing a standard-format letter to be provided by the consultancy cell confirming that the member of staff is eligible for consulting.
4. Tell their client that they are operating in an entirely private capacity and not as an agent or employee of the university.
5. Advise their client if they do not have any professional indemnity insurance coverage from the university.
6. Sign agreements or other documentation only on behalf of themselves and not as an agent or employee of the university.
7. Not use any significant university facilities ('significant facilities' would include, but not be limited to, laboratories, workshops, materials, specialist equipment, and the services of any other member of the consultancy cell).





8. Use only their private address for all correspondence; the use of a university email account, letterhead, business cards, or other printed stationery implying an association with the university is not permitted.
9. Not behave in any other way that might reasonably allow the client to believe that the university has any contractual or other obligation to the client.
10. Receive payment directly from the client and personally accept liability for the payment of any additional income tax and GST, reporting the additional learnings to the Tax Department.
11. Private consulting cannot be undertaken on projects where significant university facilities are to be used or the initial contact or inquiry was via one of the university's communication systems.
12. Members of staff should note that very considerable financial liability can potentially arise in connection with the performance of consulting work and that where such work is undertaken in a private capacity, it is not covered by the university. Members of staff are therefore strongly advised to take professional advice to ensure they have adequately protected themselves.

### **University consulting services:**

The university may facilitate the performance of outside consulting work as a university-managed consultancy on the basis that the contract is costed, priced, and approved in accordance with the procedures administered by the consultancy cell, which will include appropriate commercially-based pricing for any use of significant university facilities, together with admissions.

The university cannot normally accept a contract retrospectively. Therefore, unless the head of the department and the university consultancy cell have been involved prior to quotation and contract, the member of staff will be considered to be acting in a private capacity and will be expected to bear full responsibility for any consequences.





## **Distribution of income**

Net proceeds from university consultancies after all direct and overhead costs have been paid will be distributed as follows:

- Where university facilities are used, 50 percent will go to expert consultants and 50 percent to the university fund.
- Out of the sales made for patents, an annual royalty, if any, shall be divided between consultants and the university in the ratio of 75 percent to 25 percent.
- With the approval of the Dean (Academics), staff may elect to receive the proceeds from university consultancy work by direct payment through the university's payroll and therefore form part of their taxable income, or contribute the proceeds to a university-restricted account for use in ways that benefit both the university and individual staff, for example, through defraying the costs of conference participation, travel, and the purchase of work-related equipment.

## **Contracts**

1. The Consultancy Cell liaises between the Chief Consultant and the Funding Body to reach an agreement on the final form of the contract to be signed by the University and the Funding Body.
2. Consultancy Cell obtains legal advice for contract negotiations as required.
3. When the terms of the contract have been settled, the consulting cell prepares a copy of the contract for signing by the registrar and the authorized officer of the funding body.
4. If the final terms of the project are different from the original application, the cover sheet is adjusted accordingly and newly endorsed by the Dean (Academics) and the Registrar.
5. The Consultancy Cell forwards copies of the contract to the Registrar with a memorandum recommending that the contract be signed.
6. When the registrar has signed the contract, the consulting cell submits a copy of the contract to the funding body for signature.
7. When copies of the contract have been signed and returned, the consultancy cell places a scanned copy of the signed contract in the contract system within 3 working days of receiving the signed contract.





## **Project Establishment**

The Consultancy Cell liaises between the Chief Consultant and the Funding Body to reach an agreement on the final form of the contract to be signed by the University and the Funding Body. Consultancy Cell obtains legal advice for contract negotiations as required.

- Consultancy Cell opens a file in the university's record management system for the project, places the content of the contract and any new cover sheet on the file, and adjusts the contract system data as necessary.
- Accounts Branch opens a special purpose account for the project and provides a copy of the account name and number to the chief consultant and faculty/department head within 3 working days of the agreement being executed.
- The account branch provides access to the project account for the chief consultant and the faculty/HOD and ensures that the chief consultant and the faculty/HOD receive regular project account activity reports.
- Consultancy Cell invoices the funding body according to the funding schedule in the contract, ensures the funds are credited to the project account, notifies the chief consultant and the faculty/HOD, and updates the file and contract system.
- The chief consultant and the faculty/HOD, at the earliest opportunity, distribute funds from the project account according to the terms of the cover sheet.
- The chief consultant and the faculty/HoD manage project funds so that project expenditure matches the project budget.
- The Consultancy Cell liaises between the Chief Consultant and the Funding Body to reach an agreement on the final form of the contract to be signed by the University and the Funding Body.

## **Project management and administration**

Projects are managed by the chief consultant, assisted by the consultancy cell and the faculty/HOD according to the contract, particularly in relation to the specified project milestones, progress reporting, project budget and cover project budget, and cover sheet arrangements.





- Project expenditure is authorized according to the project budget by the Chief Consultant and appropriated accordingly.
- The Chief Consultant and Faculty/HOD provide regular and timely project activity reports to the consultancy cell.
- Consultancy Cell monitors manages project management, ensuring chief consultants receive timely reminders about project reporting, managing any contract variations, and maintaining the project file and contract system.
- The Chief Consultant forwards progress reports and final reports to the Registrar in a timely manner, and the Registrar submits them to the funding body.

### **Completion of the project**

- On completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project, and an audited statement of accounts will be submitted to the Registrar for University Records. Any unutilized amount will be transferred to the consulting budget head of the university.
- The Consultancy Cell completes the records of the projects on the file and contract system, closes the project file, and informs the chief consultant, faculty/HOD, and accounts branch.
- The aggregate of information on all university consultancy work undertaken by staff must be summarized by the In-Charge Consultancy Council in an annual university consultancy report. It is the responsibility of the In-Charge Consultancy Cell to forward this report each year through the Dean (Academics) to the Vice-Chancellor, who will table the reports with the Board of Management as required.
- Equipment purchased by the consultant needs to be submitted to the concerned department immediately after the completion of consulting work, where it will be properly entered into the stock and also maintained.
- In case of any ambiguity, the decision taken by the Vice-Chancellor will be final.
- Disputes arising out of consultancy services, if any, shall be subject to the jurisdiction of Sidhpur only.





## Confidentiality and safeguards

Principally, all consultancy project work of clients shall be confidential personal work.

Head of the Consultancy Cell shall be liable and responsible to ensure that:

- Personal, sensitive information, and project data is securely safeguarded using appropriate data security measures (i.e., relevant to the sensitivity of the personal information).

Everyone associated with project shall ensure that:

- Personal and sensitive information shall never be shared with any third party. An exception to this shall be to obtain the necessary permission or authorization from the organization.
- Data shall be safely kept in specific project folders with suitable access restrictions and permissions defined in the folders.
- Files shall be named using a special approach to ensure that the file name clearly indicates the client name based on unique codes assigned to each project pertaining to each client.
- Consultancy services involving different non-traditional partnerships such as NGOs, other academic institutions, or specific private individuals shall be based on the requirements of the project and the MOU entered between the University Consultancy Cell and another party agreed to by the client.

## Incentive to Faculty

- The Chancellor of the University may sanction special incentives in the form of promotion, increments, or an extra cash award if somebody achieves high performance in bringing and completing consultancy projects or works on the recommendation of the Vice-Chancellor.

  
Registrar  
Gokul Global University, Sidhpur

