



**SRI GURU GRANTH SAHIB WORLD UNIVERSITY
FATEHGARH SAHIB**

(Established under Punjab State Act 20 of 2008, Approved by UGC under Section 22 of UGC Act)

CONSULTANCY POLICY

[Approved by the Vice-Chancellor on June 04, 2019 and ratified by the
Syndicate Vide Resolution no.11(r) dated February 18, 2022]



Consultancy Policy



SRI GURU GRANTH SAHIB WORLD UNIVERSITY

(Established under Punjab State Act 20 of 2008, Approved by UGC)

CONSULTANCY POLICY

1. Preamble

Consultancy is a vital and effective channel through which knowledge and expertise could flow from University to the business and industry, and it can contribute to the economic growth, and betterment of the society. The objective of the Consultancy Policy is to promote academic and research interaction with the industry, and to motivate and enable the Faculty to provide knowledge inputs sought by industry, government agencies or other academic/research organizations. SGGSW University promotes the use of its intellectual and infrastructural resources for serving other organizations and individuals, not only as a source of income, but as an opportunity for teachers, technical staff, research scholars and students to familiarize with the real life problems and gain valuable experience. The policy aims at creating a conducive environment for mutually beneficial opportunities for collaborative research, consultancy services and knowledge generation for improving the quality of life, with global, national, as well as regional and local perspectives.

2. Short Title and Application

This Policy may be called SGGSWU Consultancy Policy. This Policy shall apply to all the Faculty Members/Technical staff of the University.

3. Scope

- (1) Consultancy for the purpose of this Policy means an assignment/job basically for providing expert advice, problem solving, targeted training, testing and laboratory based experimental work, market research and survey etc. for consideration of a fee.
- (2) Consultancy work may be undertaken in the area of expertise of the Faculty members/technical staff or a group of experts.
- (3) The Academic/Technical Staff (henceforth to be called as staff) of the University may undertake consultancy, or provide technical services to industry and other organizations, utilizing, if necessary, the facilities of the University.
- (4) The service/consultancy provided may be of the following types:
 - (a) Institutional Consultancy- Relating to the advice rendered to an industry/organization, or work done for them, by a Department/Group/individual on behalf of the University.
 - (b) Individual Consultancy - relating to consultancy or work undertaken by an academic/technical staff member in his individual capacity.



Consultancy Policy

- (c) Technical Services- relating to routine technical data/information, analysis etc. and to fabrication of equipment etc. which does not require/interpretation of results or advice.
- (5) A request for consultancy service may be made by a company/organisation to Registrar or directly to a staff member and forwarded to the University, for its consideration, provided that the normal duty of the individual staff member and the interest of the Department do not suffer.
- (6) It should not interfere with the performance of primary duties by the individual as per contract of employment;
 - a) Consultancy Services should not be in conflict with the interest of the University;
 - b) University should not directly or indirectly get associated with activities which are likely to be perceived internally or externally as unethical or inappropriate;
 - c) Failure to disclose or obtain formal approval for consultancy as required by this policy shall be regarded as a disciplinary matter.

4. Cost of Consultancy Project

While working out the cost of consultancy project, the following be taken into consideration:

- (i) Intellectual fee.
- (ii) Other fee/ charges
- (iii) Sharing of Consultancy Fee - Out of the total fees, share of the University will be 30% and the share of consultant teacher will be 70%. In case of more than one teacher involved in consultancy, the revenue from 70% share of consultancy will be divided proportionately among the teachers involved.

5. Procedure for Approval

- (1) Consultancy proposal should be submitted giving the details in the form attached as annexure to this policy to the concerned Head of department. He/ She will examine the proposal and submit it along with his/her recommendations to the Registrar who will forward the case for approval of the Vice-Chancellor. The following aspects need to be considered before recommending the proposal:
 - (a) Extent to which consultancy related work will be undertaken by the faculty in addition to the normal duties and workload.
 - (b) No faculty member/ technical staff shall spend consultancy days whenever there is an Institutional commitment. They may do the consultancy work, preferably on Saturdays and Sundays. Alternatively, arrangement should be made for compensating non-availability of the concerned faculty during the period of consultancy.
 - (c) The amount of expenditure needs to be estimated on account of providing Consultancy.
 - (d) The assignment is in the interest of the University in the long run and would not adversely affect the academic/research work at the university.
 - (e) Contract for the consultancy work for any Indemnity Clause relating to delay in delivering the consultancy.



Consultancy Policy

(2) The Registrar will issue the approval letter and a copy of approval letter would be maintained by the Department of consultant teacher and Registrar office.

6. Miscellaneous

- (1) The University may undertake outside work requiring services of the academic/technical staff of the University which is part of their normal duty on such terms and conditions as may be approved by the Vice-Chancellor.
- (2) All proposals concerning Consultancy Assignments, Directing the projects, patents, R & D products and technology transfers, etc. need the approval of the University before these are submitted to the granting agencies.
- (3) Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided in the ratio of 70%:30% between the consultants and the University) will be paid to the University by the client.
- (4) On the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project and the audited statement of accounts, will be submitted to the Registrar office for record.

7. Interpretation

If a need arises for interpretation of any clause, the decision of the Vice Chancellor would be considered final.

8. Dispute Resolution

The clause regarding dispute resolution should be in built in the Memorandum of Understanding/Memorandum of Association to be entered with the party while undertaking Consultancy project. In case of any dispute remaining unresolved, it shall be referred to an Arbitrator appointed by the mutual consent of the parties under the Arbitration and Conciliation Act, 1996. All disputes shall be subject to Fatehgarh Sahib Jurisdiction.



Consultancy Policy

Annexure

SRI GURU GRANTH SAHIB WORLD UNIVERSITY FATEHGARH SAHIB

CONSULTANCY PROJECT APPROVAL APPLICATION

1. Name and Address of the Industry
2. Nature of the work to be undertaken
3. Probable duration of Consultancy.....
4. Name of Principal Consultant
- Name of Other Consultant(s) (if any)
5. Revenue Receipts from Consultancy (Rupees).....

I have read and am fully aware of the Consultancy Policy of the University. I undertake to abide by the guidelines of this policy.

Date:

Signature of Consultant(s)

5. Recommendations of Head of Department

I recommend that the work outlined above may be undertaken for consultancy. Alternate arrangement during the non-availability of the consultant at University campus has been made and the assignment would be in the interest of the University.

Signature Head of Department with seal

Forwarded for Approval: Registrar

Vice-Chancellor (for approval)

