



Hemchandracharya North Gujarat University, Patan

Accredited by NAAC with "A" Grade (CGPA 3.02)

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Consultancy Policy 2.0

1. Preamble

Consultancy is an important channel through which knowledge and expertise could flow from university to businesses and other external agencies, and it can contribute to the growth, development and productive relationships with these components of society. Consultancy activity in Hemchandracharya North Gujarat University may be associated with contractual relationships, including research, service contracts etc. with government non-government organization in lieu of a fee. The university, therefore, encourages its faculty and staff to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the university.

2. Purpose

This policy document is intended to lay down the norms for undertaking consultancy work and its facilitation in accordance with the University's rules and procedures.

3. Definitions and Scope

Consultancy is work of a professional nature, undertaken by members of university in their field of expertise, for clients outside the institution, for which some financial return is obtained. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. It will be governed by short-term contracts while making minimal use of university resources. It would be an additional management responsibility for university, and would involve extra work for existing university staff. Therefore, the university will charge some part of the consultancy fee from the member of university who is engaged in consultancy. Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake are also included within the scope of this policy document.



4. Exclusions

This consultancy policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of intellectual level of the society at large. Such activities, among others, would be:

- External examinership
- Lectures and conference presentations
- Editorship of academic journals or the publication of academic articles
- Royalties from authorship and publication of books
- Professional arts performances
- Charitable services
- Any other as decided by the Vice Chancellor

5. Approval of Consultancy Activity

All consultancy proposals have to be submitted to the Vice Chancellor, through proper channel for prior approval, who will have the right to make the decision to accept or decline the proposal.

6. Type of consultancy:

6.1 University Research Consultancy

A Research Consultancy exists where an academic 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 and other testing of materials, devices, products or produce; analysis of data; surveys, 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 members of 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 & development, arranging special training sessions for academic institutions / industries / corporate sector.

6.3 Private Consultancy

- A staff member who under take private consultancy has to inform and take permission form the university that he/she is doing private consultancy as per the rules and regulations of consultancy policy of HGNU.
- A staff member may undertake a Private Consultancy. In conducting a Private Consultancy, a 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 ofthe University.
- No responsibility for Private Consultancy undertaken by a staff member shall attach to the University.
- It is the responsibility of the 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 staff member and not the University who is carrying out the work, and that the Universityhas no responsibility or liability in the matter.
- A 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 beaccomplished without unduly affecting the duties of the position;
 - b) The use of University trademarks such as letterheads, brands etc. or Universityintellectual property is strictly prohibited in Private Consultancies;
 - c) No University facility (including library resources, power, space, equipment, consumables, telephone facilities) will be used to fulfil the requirements of the Private Consultancy, **OR**

the cost of the use of any such facility will be reimbursed under the terms of a written agreement between the staff member and the University, approved by thedesignated University Officer



- 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 utilizing the skills of the staff member involved;
- e) HNGU is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- f) The staff member must agree to indemnify HNGU 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

7. Duration of Consultancy

- a. The total time invested in consultancy activity must be less than that which is equivalent to 30 working days per academic year.
- b. The duration of any consultancy activity will be limited to that mentioned in the approved agreement.
- c. Any extension of consultancy work would require prior permission of the Vice Chancellor.

8. Conflict of Interest

- a. Engagement in consultancies must not create any perceived or actual conflict of interest.
- b. Conflict of interest, if any, must be immediately reported to the Vice Chancellor.
- c. A conflict of interest shall be considered as a case where an employee engages in consultancy at the expense of the interests of university as defined by the Vice Chancellor.

9. Income Distribution

The following income distribution model is applied.

Sr.	Type of consultancy	University Department	Employee Staff
1.	Consultancy in which resources of University are required	50 %	50 %
2.	Consultancy in which no resources of University are required	10 %	90 %
3.	Private Consultancy	---	100 %



Finance Office facilitate this decision by providing Department with quarterly reports of the consultancy income (per financial year) generated by their staff.

10. Code of Conduct

- a. The conduct of the employee during the consultancy work must conform to the prestige and reputation of the university. The university will be entitled to take disciplinary action against its employee for any misconduct during the consultancy.
- b. Original copies of all documents related to all consultancy services undertaken by its employee must be in possession of the University for allowing appropriate processing for financial accounting and audit purposes.
- c. The clients receiving consultancy services would not be entitled to use the university name, logo etc. in any form without prior permission of the Vice Chancellor.

11. Dispute Redressal and Resolution

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.

Place : Patan

Date : 21/06/2022



(Dr. R. N. Desai)

I/c. Registrar

