



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC & AICTE Approved) Gurugram, Delhi-NCR

NO. : SGTU/AC/24.22/2019

Dated : 31<sup>st</sup> October, 2019

**INTERNAL QUALITY ASSURANCE CELL**

# CONSULTANCY POLICY

*Subar*  
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## **INTRODUCTION :**

University recognizes the fact that appropriate consulting activities will be mutually beneficial to the University and its employees. The benefits include: enhancing the knowledge, expertise and experience of assisting in maintaining awareness of real work situations, networking with other Institutions, Organizations, Industry, Government agencies and other client organizations. Thus, appropriate consulting activities constitute enrichment and continuing educational activities that enhances the professional development and reputation of the University and its faculty. This also upgrades the employee's output quality as he/she is able to translate the consulting experience to real time teaching.

The consultancy by University also gives access to the huge academic expertise resource of its faculty members, to the nearby for solving their problems at low costs.

It is, therefore, the University's policy to encourage employees to engage in consultancy activities wherever applicable.

## **DEFINITION:**

For the purposes of this policy, the University has defined the nature and what constitutes consultancy. Its essential features are:

1. Consultancy is a work of a professional nature, to encourage practical learning approach undertaken by the employees in their field of expertise, from Government, PSU's, and others organisations who fund the project to cover costs of project, SGT University resources & overheads, incentives etc,
2. Consultancy produces some form of contracted output which may be partly or wholly owned by the client;
3. It tends to be governed by short-term contracts and includes usage of University resources including infrastructure, equipment and university employees.

## **SCOPE OF THE POLICY:**

This policy is applicable to all employees of the University who undertake consultancy as an additional assignment over and above their regular work and duties assignment by the University.

## **NATURE OF CONSULTANCY**

1. Can cover a variety of activities such as Feasibility Studies of all kinds – Health care services, Technical, Marketing, Financial, Techno-commercial etc.; Technology Assessment; Evaluation of Processes and Designs, Audits of various types- Material, Energy, Environmental, Quality, Academic, Financial and Manpower Audits; Software Development; General Trouble-shooting, Retrofitting Exercises, Legal and Management Related Processes etc.
2. Testing and calibration services, based upon the availability of laboratory facilities.
3. Consultancy Services may be offered to Industries/organizations in Energy, Infrastructure, Transportation, Management, Legal, Medical, Pharmacy, Information & other Technology or any other sector as may be required.

  
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## APPLICABILITY:

### 1. Consultancy Cell

A consultancy cell shall be created for approval and monitoring of all Consultancy Projects/ requests.

### 2. Constitution and Role of Consultancy Cell (CC)-

All Consultancy proposals whether received by the University directly or through its employees will be forwarded to Consultancy Cell for review and approval. The constitution of Consultancy cell shall be as under:

- (a) Director Academics - Chairman
- (b) A panel of Five Professors/Associate Professors from different Faculties to be nominated by the Vice Chancellor.
- (c) The Dean of Faculty to which the consultancy project belongs shall be co-opted if not already in the panel as above.
- (d) Executive to Director Academics will be the secretary of the cell.

The decision whether an employee is permitted to undertake a piece of consultancy shall be contingent upon facts with respect to its viability and suitability including the financials involved.

A Consultancy proposal may be declined if the same is regarded, prima facie, as financially non viable or beyond the domain of the University. However, projects offered by Government or International Organisations may be accepted disregarding financial or domain limitations.

### 3. Appointment of Principal Consultant, Co-Consultant and Staff

3.1 Normally the faculty/employee who sources the Consultancy assignment shall be the Principal Consultant. It is mandatory to have a Co-Consultant in the project, any exception shall be approved by Vice Chancellor. However, following shall to be considered while nominating the Principal Consultant and Co-Consultant:-

- (a) The Principal Consultant and Co-Consultant are academically/domain wise most suitable and have volunteered for the Consultancy Work,
- (b) Acceptance of consultancy project would imply that the Consultancy work will not adversely affect their assigned duties and responsibilities in the University and Consultancy requirements will not take precedence over the University work.

**Note:** In case there is any conflict of interest between the University work and Consultancy assignment, it shall be immediately referred to the Consultancy Cell for further instructions/guidance.

3.2 The Consultancy Cell shall nominate the faculty members /employee considered most suitable for undertaking the Consultancy work in the nomenclature of **Principal Consultant and Co-Consultant** wherever SGT University has been directly awarded the project without any active involvement of any faculty.

  
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#### 4. Manpower & Resources

- (a) The Consultancy Cell may approve participation of University students or other faculty members / employee at the recommendation of the Principal Consultant subject to following:-
  - (i) The work does not impact the academic activities of the student(s) or duties of employee(s).
  - (ii) Consent of the student / employee should be obtained in writing his involvement in the consulting assignments. The students shall not be entitled for any concession in attendance norms and employee shall not be entitled for any duty leave etc.
  - (iii) Any payments to be made to the student / employee shall be determined and agreed in advance.
- (b) The Principal Consultant may with prior approval of Chairman Consultancy Cell shall avail the services of external parties to the University, with or without payment.
- (c) All purchases for the consultancy project shall be made as per University norms.

#### 5. Power to change Principal Consultant and Co- Consultant.

The Chairman, Consultancy Cell shall have the power to change the Principal Consultant and Co-Consultant nominated for the Consultancy Work at any time during the Consultancy period due to illness, non availability because of other pre-occupations, retirement or otherwise as necessary considering time & quality issues.

#### 6. Intellectual Property Rights

The consultancy assignment must contain the treatment of Intellectual Property Rights to avoid any dispute later on as per the Universities IPR policy.

Any interpretational difference or any operational gap in this policy shall be decided by Vice Chancellor in consultation with Chairman, Consultancy Cell.

#### 7. PROJECT INITIATION AND MANAGEMENT:

The Principal Consultant shall be responsible for:

- (a) Formulating the project proposal which may include
- (b) Scope for the assignment,
- (c) Estimated costs/ consultancy fees.
  - (i) Identifying other consultants if required who shall be employees/students of the University
  - (ii) Arrange for signing of Consultancy Agreement as per University guidelines with the sponsor. The agreement shall specify the limited liability of SGTU and its employees and dispute resolving mechanisms.
  - (iii) Co-ordination and timely execution of work,
  - (iv) Ensuring receipt of funds & issue of Invoice,
  - (v) Handling all communications in respect of Consultancy projects with the sponsor,
  - (vi) Writing of intermediate and final reports according to the project proposal
  - (vii) Ensuring that all reports bear the name of the Principal Consultant, his/her signatures and other Co-Consultant
  - (viii) Submitting a copy of final report to the office of Chairman Consultancy Cell,

  
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- (ix) Normally the agreed charges of the consultancy project shall be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable, in cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelt out in advance.
- (x) No employee shall receive money directly from sponsor.
- (xi) Principal Consultant & Co- Consultant to ensure that all the expenditure should be as per approved project and in case of any deviations prior consultation from Chairman Consultancy Cell shall be taken.
- (xii) Principal Consultant & Co-Consultant to ensure that all expenditure and receipts to be submitted to finance department on monthly basis along with expenses tracker and to provide support in documentation including issuance of any certificate etc.

The Consultancy Cell office shall maintain the an upto date database consultancy projects with all details like date of start, organization, PC/CC, date of approval by CC, Faculty, Department, value date of completion, consultancy received date, amount etc.

**8. Fund Utilization:**

The money received from a consultancy project shall be utilized in following manner:

S.No.	Item	Consultancy Project			
		Sourced by active involvement of Faculty member		Directly awarded to SGTU	
		Labs are not used	Labs are used	Labs are not used	Labs are used
1	Total money received	M	M	M	M
2	Less: GST	T	T	T	T
3	Net Contracted Amount	(M-T)	(M-T)	(M-T)	(M-T)
4	Overhead Allocation	10% (M-T)	20% (M-T)	30% (M-T)	30% (M-T)
5	Remaining Amount	A=90% (M-T)	A=80% (M-T)	A=70% (M-T)	A=70% (M-T)
6	Payment on travel, visit, inhouse/outsourced manpower/services or consumable equipment purchased.	E	E	E	E
7	Distributable Balance	A-E	A-E	A-E	A-E
8	Distribution				
8.1	University share	33% of (A-E)	33% of (A-E)	33% of (A-E)	33% of (A-E)
8.2	Principal Consultant	67% of (A-E)	67% of (A-E)	67% of (A-E)	67% of (A-E)

  
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	Team's share*	E)	E)	E)	E)
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\* The distribution of # 8.2 among PC, CC and other team members including secretarial and helping staff, as applicable, shall be defined before start of consultancy project.

**9. Routine & Calibration Testing:**

Implies those standard testing & calibration projects with defined processes and the charges are pre-fixed by University. In such instances, projects can be directly entertained by concerned employee as Principal consultant with intimation to CC.

10. All disbursement of funds as above, shall be through consultancy cell.

**11. Code of Conduct:**

If at any point of time, it is noticed that any employee of SGT University is violating this policy or is undertaking any consultancy in his personal capacity, it will be construed as violation of the Code of Conduct and disciplinary action as deemed fit will be initiated against the employee.

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