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# गुरुकुल कांगड़ी (समविश्वविद्यालय) हरिद्वार

(यू०जी०सी० एक्ट 1956 के सेक्शन 3 के अन्तर्गत समविश्वविद्यालय)

**Gurukula Kangri (Deemed to be University) Haridwar**

(Deemed to be University u/s 3 of UGC Act 1956)

पत्राक... *Est/129*

दिनांक अगस्त, 2023

**09 AUG 2023**

## कार्यालय सूचना

समविश्वविद्यालय के समस्त कोर्डिनेटर्स/संकायाध्यक्षों/विभागाध्यक्षों को सूचित किया जाता है कि प्रबन्ध मण्डल की बैठक दिनांक 23.05.2023 के प्रस्ताव संख्या 06 के अनुसार समविश्वविद्यालय में कन्सलटेन्सी के अन्तर्गत शोध कार्यों को कराये जाने हेतु कन्सलटेन्सी नियम (Consultancy Rules) के सम्बन्ध में सर्वसम्मति से निर्णय लिया गया कि सम्पूर्ण कन्सलटेन्सी की राशि में से समविश्वविद्यालय का हिस्सा 30 प्रतिशत तथा शेष 70 प्रतिशत हिस्सा सम्बन्धित शिक्षक (जिसमें उपकरण, विद्युत व्यय, केमिकल, कच्चा सामान इत्यादि का व्यय भी सम्मिलित है) को देय होगा। अन्य नियम यथावत् रहेंगे। इस सम्बन्ध में सम्बन्धित शिक्षक द्वारा कन्सलटेन्सी के आय/व्यय का पूर्ण विवरण रखा जाएगा। जिसका लेखा अनुभाग द्वारा समय-समय पर सत्यापन किया जायेगा।

*[Signature]*

कुलसचिव

प्रतिलिपि:—

1. मान्य कुलपति जी
2. निदेशक, आई०क्यू०ए०सी०
3. वित्ताधिकारी
4. समस्त कोर्डिनेटर
5. समस्त संकायाध्यक्ष
6. समस्त विभागाध्यक्ष
7. समस्त कार्यालयाध्यक्ष
8. कुलसचिव कार्यालय

*[Signature]*  
कुलसचिव



**GURUKULA KANGRI VISHWAVIDYALAYA  
HARIDWAR**

**Guidelines for Consultancy Work and Professional Trainings provided  
by the Academic Staff**

**A. 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.

**B. 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 limited to, routine laboratory and other testing of materials, devices, products or produce; analysis of data; survey, 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 proposals, IPR awareness etc, guidance for quality enhancement in teaching learning process and research & development, arranging special training sessions for academic institutions/industries/corporate sector.

C. In order to ensure effective teaching in the technological institutions, there is a great need for interaction with the industry and other comparable institutions of higher learning in the form of:

- i. Industrial Consultancy,
- ii. Sponsored Research,
- iii. Continuing Education Programs / Professional Trainings
- iv. Transfer of know-how in the shape of patents, etc.,
- v. Inter-institutional collaboration in selected research areas of mutual interest.
- vi. Other related activities as per scope or requirements of the industry.
- vii. Corporate trainings, MDP (Management development Programme) etc.



D. Consultancy services may be categorized as under:

**i. Individual Consultancy**

It will include the consultancy that will not involve the use of any institutional facilities.

**ii. Institutional/Departmental Consultancy**

It will involve the use of University facilities such as infrastructure, equipment, instrument, computer, laboratory staff, administrative persons, etc.

**E. ORGANIZATIONAL SET-UP**

The Vice-Chancellor of the Vishwavidyalaya may set-up a small unit headed by a senior Professor designated as the 'Dean - Research Development and Consultancy' to co-ordinate and guide the consultation activities of the Vishwavidyalaya and to take suitable administrative actions to control such activities as per rules framed by the Vishwavidyalaya.

**Dean - Research Development and Consultancy**

The Dean - Research Development and Consultancy shall formulate/upgrade guidelines or scope of consultancy work from time to time to stimulate the faculty for consultancy works. He shall look after the developments of consultancy work and report to the Vice chancellor. He shall guide the faculty for more innovative works and to seek out possibility for mutual interest.

**Payment for Consultancy and Permissible Limits:**

1. Approach for various consultancies projects should be made directly by individual or through University Administration/Cell.
2. The consultancy proposals will be considered only if they come from organization (Not an individual).
3. All proposals should be forwarded through proper channel/University administration.
4. All consultancy assignments by faculty members should be undertaken with prior concurrence of Head of the department and permission of Dean - Research Development and Consultancy.
5. Dean and Head will act as forwarding authority only.
6. 70% amount can be utilized as per the requirement of Principal Consultant.
7. Head of the Department have responsibility to provide all the facility required for Consultancy.
8. All Non-recurring items should remain in supervision of Principal Consultant.
9. 20% share taken by the University should be utilized in maintenance/Repair of the instruments (This should be treated as Overhead expenses).
10. Consultant(s)/Faculty(s) can promote their skills and expertise and correspond with / quote for various industrial / government projects. All type of administrative help shall be provided by Vishwavidyalaya administration.
11. Examinations, lectures, selection committees and other professional work of faculty will not be included in the consultancy. All remuneration for consultancy should be received



by a cheque /draft in favour of the Registrar, Gurukula Kangri Vishwavidyalaya, Haridwar.

12. Consultancy fee so received will be deposited in account of Vishwavidyalaya.
13. There shall be no limit to the remuneration received by an individual faculty member for consultancy as his share in one academic year.
14. Quarterly statement of consultancy services done by each faculty member shall be forwarded by the Dean - Research Development and Consultancy for information and to the Registrar/Vice chancellor for information. The statement will also show the total of fees received by an individual faculty up to date in an academic year.
15. Travel, Boarding and Lodging allowances etc. are to be paid as per agreement with the client or as per Vishwavidyalaya rules.
16. The consultant can use external resources for the consultancy job or can use resources of Vishwavidyalaya and if resources of Vishwavidyalaya are used it shall be categorized as institutional/departmental consultancy else it shall be categorized as individual consultancy.
17. The consultancy work should not interfere with the normal teaching/research work of the Department/ Vishwavidyalaya and other duties which may be assigned to staff by Vishwavidyalaya authorities.
18. Billing, GST and other finance related services will be managed by the Account Section of the University.
19. The faculty member/consultant shall seek the approval of the Dean - Research Development and Consultancy/Director Consultancy through the Head of the Department before accepting the consultancy work furnishing the following details for both individual and institutional consultancy:
  - (a) Name and address of the client/organization.
  - (b) Title of the consultancy job.
  - (c) A brief description of the work to be done.
  - (d) Names of the staff members and other outside experts who will be involved in giving their consultancy.
  - (e) Whether the consultancy will make use of any Vishwavidyalaya resources like hall, laboratory, equipments or laboratory staff?
  - (f) An estimate of the charges proposed to be recovered from the client under the following headings :
    - (i) Expenses to be incurred on laboratory work/honorarium to staff of laboratory/other trainer(s)/co-trainer(s)/expert(s) and others who is not organizer / principal consultant / consultant (who has done contract with industry).
    - (ii) Cost of material used in carrying out this consultancy.
    - (iii) Computer charges.
    - (iv) T.A./D.A. for visits to site etc.
    - (v) The technical fees.
    - (vi) Administrative/overhead charges.

The expenses under the (f) category will be on actual basis and all profits (Fee Collected / Payment made by Client minus all expenses incurred under category f(i) to f(vi)).

*Profit = Consultancy Fee – Expenses (as detailed in f(i) to f(vi))*

All profits shall be credited to Registrar, G.K.V. The Vishwavidyalaya Profit sharing percentage (20%) shall include all Vishwavidyalaya administrative charges and expenses on use of labs, hall equipments etc. However, for individual consultancy, where Vishwavidyalaya facilities have not been used, Vishwavidyalaya shall get no share from the profit.

The profit sharing for the institutional / departmental consultancy shall be distributed as under:

- (a) Concerned teacher(s) (or Consultant) = 70% of the Profit
- (b) Concerned Head of the Department = 5% of the Profit
- (c) Concerned Dean of the Faculty = 5% of the Profit
- (d) Vishwavidyalaya (or Department) = 20% of the Profit

- If Head and Dean are same He/She will get 10% of the Profit

The above breakup of the profit sharing for the institutional / departmental consultancy is for the internal administrative use of Vishwavidyalaya only and may not be given to the client, for whom a lump sum figure of total consultancy charges may be quoted.

Note: If any Grievance arises related to Consultancy in future that issue can be sent back to Consultancy Rule framing Committee