

# GURUNANAK INSTITUTE OF TECHNOLOGY

Approved by A.I.C.T.E., New Delhi  
Affiliated to MAKAUT, West Bengal



## Supporting Document on Policy Guidelines on Consultancy (W.e.f session 2016-2017)

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## Policy Guidelines on Consultancy

**Title:** GNIT Policy Guidelines on Consultancy

**Effective Date:**

**Review Date:**

**Issuing Authority:**

**Drafting Official(s) Committee:**

**Purpose of this Policy:** The goal of this policy is to create clear standards for doing R&D, operations/venture consulting projects on behalf of the institute or self.

### 1. Preamble:

- 1.1 It is crucial to be the fountainhead of new ideas and innovation in technology and science, as well as to create an ambiance in which new ideas, research bloom, and from which tomorrow's leaders and innovators emerge. In order to address these concerns, Guru Nanak Institute of Technology (GNIT) in Kolkata has taken the effort to encourage academic personnel to accept consultancy projects. As a result, they will be able to interact with both public and commercial institutions, both national and international. We believe that such activities will eventually contribute to the faculty member's professional development and status, as well as the institutes. This may lead to generation of IPR.
- 1.2 The 'Policy Guidelines on Consultancy' aims to define the mechanisms for promoting and supporting innovators at the institute in their efforts to translate their creative works into marketable goods and patents. This policy attempts to provide criteria for the ownership and commercialization of IP generated at GNIT, Kolkata.
- 1.3 The benefit of such collaboration may be strengthened by the collaborators' professional competence, as well as the formation of long-term professional contacts, associations, and partnerships.
- 1.4 These sponsored research possibilities for private institutions, businesses, or organizations would result in paid professional work that is directly related to a faculty member's area of expertise and responsibilities at the institute. In that respect, 'consultancy activity' differs from 'sponsored research,' but professional consulting is only promoted when it does not conflict with the institute's interests. To guarantee that consulting activities are helpful to the institute and are kept within normal bounds, all faculty members would need to obtain advance consent.

  
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## 2. Definitions

- 2.1 Institute means Guru Nanak Institute of Technology
- 2.2 Department means all the academic departments, academic centers, centre of excellence at the institute
- 2.3 Institute consultancy means where the contractual relationship is between the client and the Institute and not the individual consultant. Only Institute consultancy provides a direct financial return to the University in addition to the fees paid to the consultant.
- 2.4 Private consultancy, where the individual acts entirely in a private capacity with no legal link to or liability on the institute. A staff member conducting a Private Consultancy must not create a real or potential conflict with their commitments to the institute or engage in actions that are detrimental to the institute's interests.

## 3. Broad Guidelines

Faculty and administrative personnel interested in accepting consulting work from an external agency should submit the Consultancy Proposal on a specific proforma, the Assignment Proposal, and details of the proposed Contract's Agreement and Standard Terms and Conditions. All such proposals must be supported by an e-mail or letter from the Client explicitly stating the title, nature, and duration of the proposed consultancy, as well as the amount of consultancy charges being offered, timetables and deliverables, and any other relevant information. The estimated budget should be in a format that allows Finance and Administration to process and execute it quickly.

Work on a consultant project may only begin after receiving prior authorization from the GNIT's responsible authority. The following are the Consultancy Rules and General Guidelines (which are subject to change from time to time) in this regard.

## 4. Consultancy, Scope, Rules & Norms:

### 4.1. Scope

- In niche areas of knowledge available at the institute, consultancy services may be supplied to industries, the service sector, government departments, and other national and international agencies.
- Feasibility studies; technology assessments; design and / or current manufacturing process assessments; material, energy, environmental, and manpower audits; product design; process development, software development; general troubleshooting, retrofitting exercises, intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and mission statement
- Calibration and standardization Services for testing and evaluation may be provided where facilities are available or may be supplemented. The laboratory equipment used



for such reasons should be calibrated and standardized on a regular basis to support such services.

## 4.2. Consultancy Norms

Consultancy work will be taken up by the faculty and staff subject to the following norms:

- The consulting cannot be done at the expense of the specified professor or administrative member's responsibilities at the institute.
- The sponsoring agency is responsible for all costs associated with a consulting project, including institute overhead charges and GST. This overhead charge is calculated as a percentage of the Consultancy Project's total fees and expenses (Sec 6.1).
- The recruitment of visiting workers for Consultancy Projects must adhere to the institute's existing staffing norms and rules. Purchases and travel for the consultancy project must be paid for with project money set aside for such purposes, and must adhere to the institute's purchase and travel policies.
- Within the limits outlined above, consultancy assignments may be accepted and implemented as long as they do not interfere with ongoing academic, research, or related activity.
- Employees of the Institute may be used to carry out consultation projects if it does not interfere with their competent authority tasks and responsibilities at the Institute.
- Students who want to work on consultancy projects may be allowed to do so if it does not interfere with their academic commitments and performance, as long as they follow the Institute's rules. Students may be compensated for their efforts by receiving appropriate honoraria.
- In case of emergency situation or any other foreseen/unforeseen circumstances competent authority may take the decision to change consultant(s) with or without prior notice.
- Consultancy and related services offered will be divided mainly into three categories:

Category A	Expert Advice and Development Projects	This type of project will be expertise intensive and based on the expertise of the Consultant(s)
Category B	Testing Projects	This type of project will be infrastructure intensive and will be based on extensive usage of the Institute infrastructure
Category c	Expert advice and testing projects	This type of project will be expertise intensive & and will be based on extensive usage of the Institute infrastructure

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## 5. Consultancy Rules: Travel

- Traveling off campus for consulting purposes should be coordinated with the department head. In the case of these entities' heads, prior approval in writing/e-mail has to be taken from GNIT Competent authority.
- Outstation travel for consulting assignments is typically permitted with the previous approval of the department head/Institute head, as the case may be.

## 6. Project Fees & Revenue distribution model in Consultancy

### 6.1 Expert Advice and Development Projects (Category A)

#### 6.1.1 Private Consultancy

- When an individual undertakes private consultancy, all revenues accrue to the individual who must however declare the income

#### 6.2.2 Institute Consultancy

- To encourage employees to participate in University consulting, the income from such consulting, after deducting direct expenses incurred in carrying out the consultancy project, will be divided in a 60%:40% ratio between the consulting Staff(s) and the Institute. This type of income sharing will only be available to full-time faculty/administrative staff.
  - However, for exclusive knowledge exchange consultancy/training where more than one expert is involved and that does not involve any testing/project development the maximum honorarium is 20% of the total cost of the consultancy. This type of income sharing will only be available to full-time faculty/administrative staff.

### 6.2 Testing Projects (Category B)

- The testing fees are either standard or estimated by the faculty member who will be supervising the testing.

6.1. The following formula should be used to calculate testing service prices:

- Cost of institute facility =  $(\text{cost of equipment} \times \text{Testing time}) / (2000 \times \text{Life of the equipment})$   
\*Computers have a 5-year life expectancy, while other equipment has a 10-year life expectancy.
- Total Testing Fees = Institute Facility Cost + Consumable Cost + Staff Honorarium + Faculty Honorarium (Consultant). The institute overhead will be the cost of the institute facility calculated using the formulae.

### 6.3 Expert advice and testing projects (Category C)

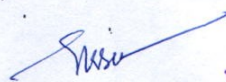
- For this category the sharing of total revenue, will be divided in a 3:7 ratio between the consulting Staff(s) and the Institute

  
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## 7. Dispute Redressal and Resolution

- All incidents of ambiguity, subjectivity in interpretation, or lack of clarity on any matter must be referred to the competent authority, whose decision is final and binding. The Competent authority may, at any time, request that this policy statement be amended or revised as thought necessary. Any infringement of the above policy will be handled according to Institute policies.
- The clause concerning dispute resolution should be included in the Memorandum of Understanding/Memorandum of Association that is to be signed with the party while working on the consultancy project. In the event that a disagreement remains unresolved, it will be handled by a court of law located within the institute's jurisdiction.
- Despite the foregoing, in extraordinary instances not covered by the aforementioned guidelines, and in the best interests of the institute, consulting may be undertaken with the previous approval of the competent authority.



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