

राजीव गाँधी विश्वविद्यालय  
**Rajiv Gandhi University**



## **RGU Consultancy Policy**

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**Rajiv Gandhi University**

Rono Hills, Doimukh – 791112, Arunachal Pradesh, India

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## 1.0. Preface

- 1.1. Rajiv Gandhi University (formerly Arunachal University), has been effectively catering to the educational needs of the state of Arunachal Pradesh and the neighbouring states in the North East Region (NER) since 1984. Long years of concerted efforts have resulted in qualitative progress in the overall standards of research in the University. The rising number of publications in terms of books and research articles in the university reflects on the robust research activity. The efforts of the University fraternity helped the Rajiv Gandhi University (RGU) to secure the second spot among all other Central Universities in India, in the rankings released by the Ministry of Education with 83% in the grading of performance. This is an astounding achievement in view of the fact the university is distantly located. In another encouraging development the RGU has been conferred the title of Best Central University of the Year 2020 at the 3<sup>rd</sup> Himalayan Educators Summit-2020 and also got the 3<sup>rd</sup> Divya Himgiri Himalayan State Education Excellence Award-2020 in recognition of its efforts as a leading educational institution in the Himalayan states in substantially contributing to the Education sector.
- 1.2. Rajiv Gandhi University having the excellent Human Resource is continuously engaged with the Academia-Industry interface to meet the industry's demand for skilled manpower along with establishing linkages with different stakeholders for giving expert advices on a particular subject. RGU provides a range of educational services and other expertise to the government and non-government agencies in the form of consultancy. State Human Development Report developed for Government of Arunachal Pradesh is one of examples of RGU Services which is first of its kind report developed by the any University. RGU has unique specialty centres and institutes in the field of Biodiversity, Tribal Studies, and Youth which are also extending their expertise to the different stakeholders. Departments, centers, groups of faculty, and individual faculty members are on occasion approached by external entities, governments and corporations and asked to undertake, often but not always for hire, defined activities that may closely resemble service, or "research for hire" arrangements. In these situations, the external entity often seeks services that are "RGU Services," and not simply the personal consulting services of a RGU-affiliated professor or staff member. In that way, these external entities likely hope not only to receive high quality services, but also to enjoy, on some level, the use of the RGU name as some apparent institutional approval or endorsement of the work products.
- 1.3. The University recognises the value of its human resource undertaking consultancy for outside

institutions as this is an important channel through which knowledge and expertise can flow contributes to the development of growing and productive relationships. To carry out Consultancy Services by academic and administrative staffs, the University brought the “RGU Consultancy Policy” for making more effective impact in terms of augmenting the resources of the university to promote academic enrichment and contribute to the social development process.

## **2.0. Objectives of the Policy**

- 2.1. Rajiv Gandhi University encourages its members to undertake consultancy projects as a part of their excellence in academic and research pursuits. The broad objectives of the this policy are detailed below:
- a. To enrich scholastic aptitude as well as professional knowledge of the University Staff apart from financial incentives;
  - b. To augment the university resources, promote university academy alliance and contribute to rapid socio-economic transformation;
  - c. To encourage staff participation in consultancies that bring opportunities and benefits to the University, its staff and its clients;
  - d. To facilitate and support the delivery of high quality services to meet the needs of clients;
  - e. To enhance collaboration and future partnerships; and
  - f. To lay down the norms for undertaking consultancy work and its facilitation in accordance with the University's rules and procedures.

## **3.0. Definitions**

- 3.1. This Policy is called the RGU Consultancy Policy 2021 and applies to all academic and administrative staff of RGU.
- 3.2. “University” means Rajiv Gandhi University.
- 3.3. “Consultancy” means a professional work carried out on behalf of a third party utilising the knowledge and expertise of a member(s) of University staff and, in some cases, the equipment and facilities of the University.
- 3.4. “Consultant” means a member of staff engaged in the provision of Consultancy.

- 3.5. "Client" means Government and Non-Government Organisations, Industries, and other National and International agencies which are receiving Consultancy Services.
- 3.6. "Deliverables" means final outcome of the Consultancy Project that is intended to be delivered to the Client.

#### **4.0. Scope of the Policy**

- 4.1. Consultancy Services may be offered by the permanent academic and administrative staffs of the University to Government and Non-Government Organisations, Industries, and other National and International agencies in niche areas of expertise available in the University.
- 4.2. This Policy will act as the guiding principles by virtue of which the pious interests of all the stakeholders will be protected which will foster the process of meaningful growth and enrichment for creating value to the society.

#### **5.0. Activities Not Covered under the Policy**

- 5.1. 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 as 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, and any other as decided by the Vice Chancellor.

#### **6.0. Approval of the Consultancy**

- 6.1. All consultancy proposals have to be submitted to the Consultancy Board through proper channel for prior approval, the Board will have the right to make the final decision with regard to the proposal.

#### **7.0. Duration of the Consultancy Work and Special Consultancy Leaves**

- 7.1. In an academic year maximum twenty (20) days shall be permitted for consultancy related work to the academic and administrative staff. This shall be treated as Special Consultancy Leave on Absence of Duty. This leave will be in addition to the usual duty leave, casual leave and other

type of leave for which a teaching/ non-teaching staff is entitled as per RGU norms. However, this leave can not be availed for more than 5 days at a time.

7.2. Any extension of consultancy work would require prior permission of the Vice Chancellor.

**8.0. Costing of Consultancy Projects**

8.1. The consultancy project costing is based on the following component charges:

Consultant Fee	20% of the Project Cost
Charges for Personnel engaged in Technical Services	30% of the Project Cost
Operational Expenses	These include expenses incurred on consumables, contingencies, travel and travel and daily allowance, honoraria for students and all other expenses related to the consultancy project. These also include Equipment Utilization Charges for the usage of institute equipment for all consultancy projects.
Overheads	20% of the Project Cost
Capital Equipment	This will include charges for the purchase of specific equipment for implementation of consultancy projects.
Service Tax	Service tax and other taxes, as applicable, shall be provided for in the project cost

**9.0. Distribution of Consultancy Earnings**

9.1. All the earnings of the consultancy be deposited in the Dedicated Account of the University in the following proportion:

1. Faculty Members and Lab Staff including Additional Staff	60%	60% for Faculty Members and 40% for Lab Staff including additional staff
2. R & D Fund of the Department	20%	50 % for Lab Development of Department and 50 % for Lab Development of concerned Consultant(s)
3. Dedicated Account of the University	20%	-----

9.2. Individual/ Group Consultancy not using Lab Facilities

1.	Faculty Members	70%
2.	R & D Fund of the Department	10%
3.	Dedicated Account of the University	20%

9.3. Distribution of the Consultancy charges shall be subject to the submission of report to the client with a copy to Consultancy Board.

9.4. The income earned by any individual from consultancy will be taxable as per Govt. of India rules.

9.5. All financial transactions related to consultancy will be cashless through bank transfer to/from appropriate university account. The university will make the appropriate payment to the consultancy provider as per rules.

**10. General Guidelines for Consultancy Project**

10.1. Each Consultancy Project will have a Principal Consultant who will be responsible for the following:

- a. Formulating the project proposal which may include (i) planning of the work to be done, (ii) estimating costs according to guidelines provided in a later section, and (iii) identifying other consultants, if necessary.
- b. Execution of work.
- c. Handling all communications with the clients after the project has been accepted.
- d. Writing of intermediate and final reports according to the project proposal.
- e. Making recommendations to the Registrar regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.

10.2. Appointment of Principal Consultant (PC): Industrial organizations/Government Departments usually approach directly to the University or any teaching/non-teaching staff or group of staff members for consultancy Work. When a member is directly approached for the work by the external firms, he / she would automatically become the Principal Consultant. If he does not wish to be the Principal Consultant or if the project is referred to the University, Principal Consultant would be identified through appropriate discussions and appointment will be made

- by the Consultancy Board.
- 10.3. The responsibility for conduct of the consultancy assignment and the deliverables will lie with the Principal Consultant.
  - 10.4. The consultancy cannot be at the cost of the duties of the said faculty/staff member at the RGU and it should not affect their primary functions and responsibilities to the University.
  - 10.5. All expenses for a consulting project, including the University Overhead Charges and the Service Tax, must be met by the sponsoring agency.
  - 10.6. Recruitment of temporary staff for Consultancy Projects shall follow existing University norms and rules for project staff recruitment. Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing University purchase and travel rules.
  - 10.7. Students who are willing to work on consultancy projects may be permitted as per University norms to do so, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honorarium.
  - 10.8. Any other employee of the University may take up consultancy work with prior approval of the Vice Chancellor. For this purpose employees undertaking consultancy, shall herein after be referred to as Consultant.
  - 10.9. Each project shall be undertaken either under Standard Terms of Reference (ToR) or Memorandum of Understanding (MoU) describing the details of contract.
  - 10.10. The Consultant Team (Individual / Group / Institutional Capacity, as the case may be) shall be held responsible to complete the assignment in congruence with the terms and conditions, guidelines and other dynamics as prescribed by the Consultancy seeking Organization(s) / Agency(ies). However the modus operandi of the work may be designed keeping in view the overall interest of the University.



## 11. Constitution of the Consultancy Board

11.1. There will be a dedicated Consultancy Board which shall be constituted as follows:

1.	Vice-Chancellor	Chairperson
2.	Pro Vice-Chancellor	Member
3.	Deans of Respective Faculties	Member
4.	Heads of the Consulting Departments	Member
5.	Finance Officer	Member
6.	One Professor nominated by the Vice-Chancellor	Member
7.	Registrar	Convenor

11.2.. Role of the Consultancy Board: The Consultancy Board would periodically review the progress of Consultancy Projects undertaken by the University and will guide, monitor, and mentor accordingly. The Board would also prepare and update the web-page content that may be uploaded on the University website on a regular basis so that prospective clients can be attracted for awarding consultancy work. The Board may initiate to forward organizational profile to the prospective agencies and clients. The Board shall conduct at least two meetings in a year to review its policies, programmes and functioning. The Consultancy Board, based on its prudence and discretion, can co-opt any persons / agencies in its meeting for a particular assignment or otherwise.

## 12.. Documentation and Deliverables of the Consultancy

12.1. The consultant will document intermediate and final reports according to the project in a pre-approved format provided in ToR/MoU. He/She will submit the final report as a key deliverables to the client with one copy each to the Department, Faculty, and Chairperson of the Consultancy Board.

## 13. Code of Conduct

13.1. The conduct of the employee during the consultancy work must conform to the prestige and reputation of the university. The staff handling the Consultancy work should maintain the highest standards of ethics. He/ She shall not involve in plagiarism, unfair means of getting the consultancy offers.

- 13.2. The services offered shall be along the lines of 'Code Conduct for Professional Services' and will carry obligations and ethical requirements associated with such services, as indicated in the standard Terms of References (ToR) for each consultancy.
- 13.3. Both the parties must strictly adhere ToR/ MoU signed for the Consultancy Project.
- 13.4. All Consultancy Services need to be structured and executed in the spirit of promoting RGU.

#### **14. Dispute Redressal and Resolution**

- 14.1. 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.