

GEU/R-653b/2018

September 28, 2018

**NOTICE**

**Subject : Consultancy Policy of the University**

It is notified for the information of all concerned that the following Consultancy Policy (Copy enclosed) of the University have been approved by the Board of Management in its 17th meeting (Item No. 17.17(12) held on September 20, 2018.

Please ensure its compliance.



**Registrar**

Encl: Copy of Consultancy Policy

**CC to**

1. Vice Chancellor
2. Pro Vice Chancellor
3. All Deans & HODs
4. Research Cell

## CONSULTANCY POLICY

GRAPHIC ERA (DEEMED TO BE UNIVERSITY) recognises that Consultancy forms a vital part of its responsibilities as a higher education institution to build effective relationships with the industry, Government and Non-Government Organizations, sister educational institutions, society at large and individual researchers. The University appreciates that such “Knowledge Exchange” facilitates and promotes mutually beneficial relationships. Graphic Era (Deemed to be University) also looks at consultancy as an opportunity to strengthen industry-academia tie ups and to extend the benefits of expertise developed by its faculty for the welfare of the society. With it in view, Graphic Era encourages its faculty to undertake Consultancy Projects from outside agencies.

This policy is intended to provide a clear framework for those Faculty members of the college engaged in, or who wish to engage in consultancy. This policy applies to all faculties. The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting concerned persons for discussion related to consultancy work. The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college. Consultancy work is expected to bring financial benefits both to the institution and its employees.

### 1. DEFINITIONS:

1.1 **University** means Graphic Era (Deemed to be University), Dehradun.

1.2 **Department** means and includes all academic departments, centers of excellence, and Technology-Business Incubation (TBI) Centre.

1.3 **Consultancy Project** means a ‘paid assignment’ given by an outside agency to a faculty member or Department(s) of the university on mutually agreed scope and terms & conditions and as per University norms.

1.4 **Sponsor** means the agency or organization which offers a consultancy project

1.5 **Consultant** means an individual or Department engaged to carry out a consultancy project.

1.6 **Principal Investigator (PI)** means an individual faculty of the University, who with his expertise is instrumental in getting a consultancy project.

1.7 **Co-Investigator (CI)** means a faculty member co-opted by the Principal Investigator (PI) to work jointly on the project.

Each consultancy project will have a PI who will be a faculty member in the service of the university and who will be responsible for formulating the project proposal which may include:

- a. Planning of the work to be done
- b. Identification of Investigators from University, and outside University (in case of collaboration).
- c. Estimation of Consultancy charges.

## **PROCEDURE**

- After mutual agreement between the sponsor and University expert, PI will take approval for undertaking the consultancy project from the Dean (Research) /VC.
- Subsequently a Project Number will be assigned to the project.
- The agreed charges as per budget of the project shall be deposited by cheque in the name of Registrar GEU along with a letter with a copy by the sponsor to the PI.
- Writing interim and final reports according to the project proposal. i. PI maintaining the record of the expenditure of the project and timely submission of all report(s) shall be the responsibility of the PI.
- Principal Investigator (PI) and CI(s) shall be responsible for proper management and satisfactory completion of work within the budget and the duration as per terms and conditions of the project.
- Approval of the VC on the recommendation of the Dean (Research) may be taken by PI to avail the services of persons not in the University services as consultant, provided PI certifies that the services are of a nature for which the expertise is not available in the university

## **REVENUE SHARING**

The revenue generated out of consultancy services will be shared between the University and the PI/CI in the following ratio:

- 1) Consultancies involving the utilization of Institute's equipments/ research facilities etc. :- 80 (University): 20 (PI/CI)
- 2) For providing service using personal expertise of the PI/CI :- 40 (University): 60 (CI)