

# **Guidelines for Consultancy Services**



**University Consultancy Cell  
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## 1. Preamble

Academic consultancy is the intersection of academia and practice, providing specialist knowledge to stakeholders within and outside of educational institutions.

Academic consultants offer a wide range of services, from curriculum development and educational technology integration to institutional assessment and strategic planning. Their role goes beyond advice, however, as they work closely with clients to create solutions that meet their specific objectives and visions. They draw on their extensive knowledge of pedagogy and research methodologies, as well as their knowledge of industry trends, to drive innovation and excellence in the field of education. Whether working with universities or schools, government agencies or private organizations, academic consultants bring years of experience and expertise to the table, improving the quality and effectiveness of education initiatives. They also play an essential role in promoting collaboration and knowledge sharing between diverse stakeholders, allowing for cross-disciplinary approaches and a culture of continual improvement.

Thus, Gangadhar Meher University, being one of the leading and oldest educational institutions in western Odisha, owes to provide academic consultancy to sustain harmonious growth across the region and outside in the quest of excellence.

## 2. Scope of Work

Academic consultancy includes a wide scope, supporting teaching in different zones such as vital arranging, educational programs advancement, staff preparation, and investigate upgrades. They encourage organizations, direct regulation appraisals, and prompt on innovation integration. Besides, experts help in accreditation forms, quality affirmation, and internationalization endeavors, improving the worldwide competitiveness of colleges. Their part amplifies to prompting on understudy enrolment, maintenance techniques, and graduated class engagement, guaranteeing and encompassing organization advancement. However, the following services are provided by the University under the cell.

**Table 1: Details of Consultancy Services**

Services	Description
Advance Agriculture Procedure	<ul style="list-style-type: none"><li>➤ University has a low-cost mushroom cultivation procedure with high yield production.</li><li>➤ Setting up of vermicomposting plant.</li><li>➤ Growing of Flower and setting up a garden of medicinal plants.</li></ul>
Developing and marketing a commercial product	The Entrepreneurship Incubation Centre started developing products of different variety. The product

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development formula, its levelling, brand awareness etc were undertaken.

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Accounting and Taxation	<ul style="list-style-type: none"><li>➤ Maintenance of cash books.</li><li>➤ Recording of like purchase, sales, etc</li><li>➤ Tax calculations</li><li>➤ Tax planning</li></ul>
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Counselling	School of psychology is well equipped with counselling and taking care of students.
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Source: Compiled

Other noteworthy consultancy services are as follows.

- i. Expert opinion
- ii. Feasibility and scoping studies
- iii. Analyzing a client's material
- iv. Specialist problem solving for clients
- v. social work
- vi. Revising policies and procedure
- vii. Undertaking regular teaching or training duties for another educational institutions or other body.
- viii. Directorships of companies or partnerships

Consultancy produce some form of contracted output either partially or fully owned by the external agencies. Such consultancy will be governed by the short-term contracts and will be administered by the University. The objectives of the consultancy services are as follows:

- i. To develop academia industry linkage at local, regional, national, and global level.
- ii. To promote expertise and know how available in the University to benefit common social cause.

### **3. Activities not Included within the Purview of Consultancy**

The following activities are a part of academic endeavours and hence do not include consultancy services.

- i. Review of papers.
- ii. Preparation of project reports or working papers.
- iii. Editorial services in other journals.
- iv. Acting as external examiner for another university/institution
- v. Member of committees of other institutions like government bodies, NGOs, and other educational institutions.
- vi. Lectures or presentations for funding bodies or other universities.
- vii. Academic conferences
- viii. Membership of any governing body

### **4. Guidelines for the Contract**

The staff members of the university can undertake the consultancy programme by adhering the following process.

- i. The University encourages participation of the faculty members in academic consultancy without impeding on their duties and responsibilities to the University.

The concerned consultant shall be ordinarily permitted to involve in a maximum of thirty days in any academic year for consultancy work.

- ii. All consultancy proposals have to be approved by the Vice-Chancellor of the University through proper channel.
- iii. The Chief Consultancy Officer along with the Consultancy Cell should prepare the terms of the contract.
- iv. The consultancy contract will be signed by the Registrar of Gangadhar Meher University and the authorised Officer from the external agency.
- v. The contact must include the nature of services, tenure of the services and the cost of consultancy.

#### **5. Consultancy Project Management and Administration**

- i. The chief consultant will be responsible for the continuance of the project.
- ii. The project may be assisted by the members of the consultancy cell or Head of the Schools.
- iii. The review of the work, reporting, etc are to be made to the consultancy cell in regular intervals.
- iv. Meeting with clients with presentations on the work should be undertaken.
- v. The project budget should be decided strictly as per the guidelines.
- vi. Consultancy Cell monitors project management, ensuring chief consultants receive timely reminders about project reporting,
- vii. The Chief consultant forwards progress reports and final reports to Registrar in a timely manner, and Registrar submits them to the funding body.

#### **6. Completion of the Project**

- i. After the Consultancy Project is finished, an audited statement of accounts and a summary of the work, taking into consideration the project's confidentiality agreement, will be submitted to the Registrar's Office for University records. Any unused funds will be deposited into the University's "Consultancy Budget Head" fund.
- ii. Consultancy Cell completes the records of the projects on the file and contract system, closes the project file, and informs the chief consultant, Faculty/HoD and Accounts Section.
- iii. The In-charge Consultancy Cell is required to compile all of the staff members' information regarding all university consulting work into an annual University Consultancy Work Report. Every year, the In-charge Consultancy Cell is in responsible of sending this report to the Vice-Chancellor, who will then table it with

the Board of Management/Syndicate if needed, via the Dean of Academics/Research and Development.

- iv. After the consulting work is over, the equipment that the consultant buys must be delivered to the relevant department right away so that it can be properly maintained and stocked.
- v. In case of any ambiguity, the decision taken by the Vice-Chancellor will be final and any disputes resulting from consulting services will only fall under Sambalpur's jurisdiction.

#### **7. Confidentiality and Safeguards**

- i. Every consulting assignment is considered private and confidential work.
- ii. The head of the consultancy cell is accountable for making sure that project data and ten personal, sensitive pieces of information are safely protected using the necessary data security procedures (i.e. relevant to the sensitivity of the personal information).
- iii. Everyone involved in the project must make sure that sensitive and private information is never shared with outside parties.
- iv. Data must be stored securely in designated project folders with the appropriate permissions and access controls set up.
- v. File names must follow a certain procedure to guarantee that, based on unique codes issued to each project specifically for each customer, the file name clearly shows the client's name.
- vi. Advisory services including various non-traditional partnerships, such as those with NGOs, other academic institutions, or particular private individuals, will depend on the project's requirements and the terms of the MoU that the University Consultancy Cell enters into with the other party on behalf of the client.

#### **8. Cost of Services**

The following costs are part of the total budget of the project.

- i. Consultation fee
- ii. Cost of human resource
- iii. T.A and D.A of the consulting staff
- iv. Cost of raw materials like chemicals, and other types of consumables and equipment
- v. Administrative charges
- vi. Cost of stationery
- vii. Depreciation and other non-financial losses of equipment.
- viii. Miscellaneous

#### **9. Distribution of Income**


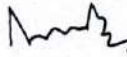
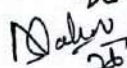

The income generated from the consultancy process may be distributed in the following manner.

- i. 75% will go to the staff member or the department and 20% will go to the university fund and 5% will be kept for contingency charges for the consultancy cell.
- ii. A yearly royalty, if any, from patent sales will be split 80 percent to 20 percent between consultants and the university.
- iii. Staff members can choose to contribute the earnings from university consulting work to a university-restricted account for use in ways that benefit the university and individual staff members, such as covering conference participation, travel expenses, and the purchase of equipment related to their jobs, with the Dean of Academics' approval.
- iv. Alternatively, staff members can choose to receive the earnings directly through the university's payroll after the deduction of TDS at the prescribed rate.

#### 10. Incentives to Faculty

The Vice-Chancellor of the University may direct special incentives for the staff consulting the project. The incentives may be in the form of cash awards, advance increments, financial support for publication, and patenting of the outcome of the project.

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