

**THE GANDHIGRAM RURAL INSTITUTE-DEEMED UNIVERSITY  
GANDHIGRAM – 624 302**

**GUIDELINES FOR CONSULTANCY PROJECT**

**1.** Consultancy Projects help the individual / group of teaching / technical staff for making use of their knowledge and skills for providing their services to the needy people in the society or industry and at the same time they aid in the income generation for GRI

**2. Types of consultancy**

2.1 Individual consultancy: Consultancy offered by a faculty in his/her individual capacity comes under this category. The consultancy fee paid by the beneficiary is shared between the individual faculty and GRI at 60:40 ratio

2.2 Institutional Consultancy: Consultancy offered by a team of staff from the same discipline or from different disciplines of this Institute comes under this category. The consultancy fee is shared between the staff and GRI at 50:50 ratio

2.3 Institutional consultancy project in which the proposal will be processed by the Director (R&D). Consultancy Advisory Committee will fix the consultancy fee and identify the suitable team and period(s) of consultancy.

**3. Nature of projects considered for consultancy**

3.1 Establishment of laboratory / pilot plant

3.2 Preparation of loan-bankable projects

3.3 Sample / product / material testing and advisory

3.4 Consultancy work in the industry / farm site

3.5 Professional training

3.6 Expertise service to NGOs, Private groups and others

3.7 Field visit for diagnosis and problem solving exercises

3.8 Consultancy Projects of State / Central Government / Local Bodies

3.9 Other forms of consultancies

#### **4. Mode of getting the sanction to carry out consultancy**

Staff	:	To process details about the areas of consultancy service and forward the proposal along with the Letter of Concurrence on consultancy fee
Head of the Department	:	To scrutinize and recommend the proposal to Director (R&D)
Director/Consultancy Advisory Committee (CAC)	:	To scrutinize the proposal and discuss with the agency (if needed) and to forward for approval
Registrar	:	To recommend to Vice-Chancellor
Vice-Chancellor	:	Approval will be given by VC

Director (R&D) will prepare a approval letter and communicate to Registrar / Finance officer / Consulting Staff(s)

#### **5. Execution**

- 5.1 The mandatory activities of teaching and research of the university should not be affected due to the acceptance of consultancy projects by the faculty
- 5.2 An MOU should be signed between the staff / scientist and clientele before undertaking the consultancy assignment. The Institute share and individual share should be collected as separate demand draft and transferred to finance section. The consultants can get approval of draft MOU by Director (R&D) and VC with legal opinion, if needed
- 5.3 Consultant staff should undertake consultancy service only during holidays or beyond the working hours or availing eligible leave. Institute administration may also consider on duty leave on case to case basis
- 5.4 In the case of foreign consultancies, the Institute will permit to take up the consultancy based on the nature of the consultancy. The ambit of consultancy will be within the framework of extant rules
- 5.5 There should not be any financial commitments to the Institute
- 5.6 The consultancy fee will be paid to the staff / scientist after successful completion of the mission
- 5.7 Any litigation or legal issue arising will be binding only on the consultant staff and shall not be binding the institute.