



THE ASSAM  
ROYAL GLOBAL UNIVERSITY  
— GUWAHATI —

# *Consultancy Policy*

*Extending the Benefit of  
Knowledge to Society*



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# 1. Preamble

Consultancy work by faculty members and staff is a valuable feature of The Assam Royal Global University (RGU). It allows the transfer of knowledge and expertise to industry, government, and other sectors, thus enhancing the practical impact of research and teaching on the larger perspectives of societal and corporate sectors. It also induces creation of a translational research environment within the University campus and strengthens industry-academia linkage. However, to maintain the integrity of academic work and the mission of the University, it is necessary to establish a clear policy that governs consultancy activities.

This policy outlines the principles, procedures, and responsibilities involved in consultancy services at RGU. It ensures that consultancy activities are undertaken in a manner that upholds the RGU's values, maintains the highest standards of professional conduct, and complies with legal and ethical norms and standards.





## 2. Definitions

- A. This Policy is called “The Assam Royal Global University Consultancy Policy, 2024” and applies to all academic and administrative staff of RGU.
- B. “University” means The Assam Royal Global University (RGU).
- C. “Consultancy” means a professional work carried out on behalf of a third party utilising the knowledge and expertise of the member(s) of the University faculty, staff and, in some cases, the equipment and facilities of the University.
- D. “Consultant” means a member of faculty and staff engaged in the provision of Consultancy.
- E. “Client” means Government and Non-Government Organisations, Industries, and other National and International agencies which are receiving Consultancy Services from RGU.
- F. “Deliverables” means final outcome of the Consultancy Project that is intended to be delivered to the Client.

## 3. Scope

Consultancy refers to the provision of professional expertise and services by faculty members or staff to external organizations (both government as well as non-government bodies including companies, autonomous institutions, and start-ups) on a contractual basis. Consultancy work can take various forms, including, but not limited to:

- Advisory Services: Offering expert advice to organizations or businesses.
- Technical Consultancy: Providing specialized technical knowledge including characterization and analysis or skills driven solutions.

- **Research Consultancy:** Conducting specific time bound research projects and Preparing Detailed Project Reports (DPR) for external clients.
- **Training and Workshops:** Designing, organising and conducting training programs or workshops with clear deliverables and outcome.
- **Expert Witness or Arbitration:** Serving as an expert in legal, regulatory, or arbitration matters.
- **Developing Policy Documents:** Developing draft Policy Documents.
- **Monitoring and Assessing Projects:** Monitoring, assessing and evaluating project implementation.

Consultancy services offered by a faculty member, a department or a school will be distinct from teaching, research for publication, or public service activities. It should be a part of the academic duties of faculty members.



# 4. Objectives

The primary objectives of promoting consultancy services at RGU are to facilitate and enable:



**Knowledge Extension** Facilitate the application of academic knowledge to real-world problems and contribute to societal corporate development.

**Societal impact** Helping industries to grow through research and development will bring societal changes and foster industrial growth



**Industry Collaboration** Strengthen the relationship between academia and industry, fostering innovation and enhancing creative problem solving.

**Student Internship and Training** Students should get exposure of industrial research within the campus premises through internships from the consultancies. This will help them understand how the industrial R&D works and will strengthen their employability prospects.



**Professional Development** Provide opportunities for faculty member and staff to enhance their skills and knowledge through practical engagement with industry and other sectors.

**Revenue Generation** Generate income for the RGU and its employees, contributing to the financial sustainability of the University.





## 5. Rationale

- A. Consultancy Services may be offered by the permanent academic and administrative staff of the University to Government and Non-Government Organisations, Industries (company as well as start-ups), autonomous institutions, and other National and International agencies in niche areas of expertise available in the University.
- B. 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.
- C. This policy applies to all faculty members, researchers, and staff at RGU who are involved in consultancy activities. It governs:
  - Individual consultancy work.
  - Departmental or institutional consultancy projects.
  - Collaborative consultancy involving multiple faculty members or departments.

## 6. Activities Not Covered under the Policy

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, invited lectures and conference presentations, editorship of academic journals or the publication of academic articles, royalties from authorship and publication of books, art performances, charitable services, and any other such activities, as decided by the Consultancy Committee.

## 7. Eligibility for Consultancy

All full-time faculty members, researchers, and staff are eligible to undertake consultancy services, subject to the following conditions:

- The consultancy work should not interfere with the primary academic/administrative responsibilities of the employee.
- Prior approval must be obtained from the RGU Consultancy Cell.
- Faculty members on sabbatical or study leave are generally not permitted to engage in consultancy unless special permission is granted.

## 8. Approval Process



The proposal for consultancy shall be submitted to the Chairperson Consultancy Assessment Committee of the Consultancy Cell for consideration the committee with respect to:

- Compliance with the policy.
- Legal and ethical considerations.
- Conflict of interest.

Once recommended, a Consultancy Agreement shall be drawn, outlining the scope of work, timelines, fees, intellectual property (IP) rights, and confidentiality clauses in a format to be procured from the Consultancy Cell.

The process flow for consultancy approval and implementation typically follows a structured set of steps to ensure compliance with institutional guidelines and efficient execution as outlined below.

**STEP 1**

Initial  
Consultancy  
Inquiry

**STEP 2**

Submission to  
Consultancy  
Cell

**STEP 3**

Proposal to be  
examined by the  
Consultancy  
Assessment  
Committee

**STEP 4**

Submission of the  
recommendation/co  
mments committee  
to the Vice  
Chancellor for  
consideration

**STEP 5**

Completion and  
Final Reporting

**STEP 6**

Monitoring and  
Review

**STEP 7**

Implementation  
of Consultancy  
Project

**STEP 8**

Drafting and  
Signing of  
Consultancy  
Agreement

**STEP 9**

Financial  
Settlement and  
Revenue Sharing

**STEP 10**

Post-Consultancy  
Evaluation

## Steps in the consultancy approval process



# 10. Costing of Consultancy Projects



Consultancy fees should be commensurate with the expertise, time commitment, and market rates for similar services.

The University encourages faculty members to charge competitive rates to reflect the value of their professional expertise.

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

- **Consultant Fees:** This will include charges for the time and expertise of the University's faculty members/staff as consultants.
- **Charges for personnel engaged in technical services:** To be included in the consultancy charges.
- **Project Staff Salaries:** Salary expenses payable to temporary research/support staff employed specifically for the project should be included in the consultancy charges.
- **Operational expenses:** These include expenses incurred on consumables, contingencies, travel and daily allowance, and all other expenses related to the consultancy project.
- **Capital expenses:** Include expenses for the infrastructure and equipment needed for implementation of consultancy projects.
- **Overheads:** Any other charges that can be incurred during the consultancy project.
- **GST and other taxes** as applicable shall be factored in the project cost.

# 11. Revenue Sharing

Consultancy work is expected to generate revenue for both RGU and the consultant faculty member/staff/Department/Centre. The sharing criteria for the revenue generated out of Consultancy Services is as follows

Sr. No	Particulars	Amount in %		
		University	Employee	Supporting staff
1	Consultancy raised for an amount of $\leq 5$ Lac in a financial year by an individual faculty member/staff. The ₹5 lakh limit can be spread across multiple consultancy projects, as long as the total does not exceed ₹5 lakhs within the year	Entire amount to be transferred to the employee if it's an employee-oriented consultancy		
2	Consultancy raised for an amount of $>5$ Lac and $\leq 10$ Lac in a financial year by an individual faculty (if) $> 5,00,001/-$	10	90	0
3	Consultancy raised amount exceeding 10 Lac in a financial year by an individual faculty ( ) $10,00,001/-$	15	75	10
4	If supporting staff is not required	15	85	--
5	Consultancy service received by the RGU intuitionally to be extended through RGU facilities.	90	10	0

- If the university incurs a cost for allowing the consultancy, then it will be deducted by RGU from the gross income of the consultancy before sharing the net income amongst the consultant/faculty/department and the university.
- It is mandatory for the consultant (s) to submit details of requirements/expenses to the Consultancy Cell for record.

- The amount accumulated from the share of RGU shall be utilized for strengthening of the resources of RGU dedicated for research and innovation.
- Distribution of the Consultancy charges shall be subject to the submission of report to the client with a copy to Consultancy Cell.
- The income earned by any individual from consultancy will be taxable as per the provisions in the Rules of the Government of India and shall be deducted at Consultancy source.
- 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 the provisions of this policy and the terms of references of the consultancy work.
- All consultancy fees should be processed through RGU's Finance and Accounts office. Direct payments to individuals are not permitted. The university will issue invoices to clients and manage financial transactions on behalf of the faculty member/staff or department.
- Disclosure of Interests: Any personal or financial interest in the client organization must be disclosed in the Consultancy Proposal. The Consultancy Committee will assess the potential conflict of interest and recommend appropriate action.

## 12. Conflict of Interest

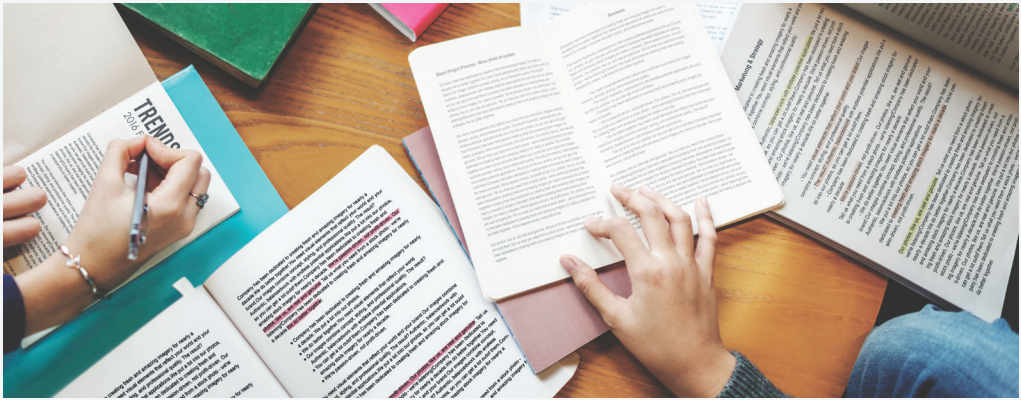
To safeguard the integrity of the University and avoid conflicts of interest, faculty members and staff engaged in consultancy shall be required to adhere to the following principles:

- Non-Competition: Consultancy work should not compete with RGU' services or undermine its interests.

- Use of Resources: RGU resources (such as laboratories, equipment, or administrative support) used for consultancy shall be required to be compensated. Fees for using these resources will be determined by the competent authority of the University.

## 13. Intellectual Property Rights

Consultancy work often involves the creation or use of intellectual property (IP). In such cases, the RGU IP policy shall be applicable.



## 14. Publications

Any publication like case study report, research paper, patent application, arising out of consultancy work shall be worked out through mutual agreement between the concerned faculty members/staff and the client organisation/individual entity.

Initially, the points mentioned in the consultancy agreement shall be consulted before proceeding for any sort of publication.

Any publication related to consultancy work shall be required to state affiliation RGU with due acknowledgment for the facilities provided by RGU.

# 15. Confidentiality and Non-Disclosure



Faculty members and staff engaged in consultancy must respect the confidentiality of the client's information and comply with any non-disclosure agreements (NDAs) signed as part of the consultancy. (A format for NDA shall be required to be attached as Annexure) RGU expects the following:

- **Client Confidentiality** Faculty members/staff shall not disclose or use any confidential information gained through consultancy for personal benefit or to the detriment of the client.
- **University Confidentiality** Any confidential information relating to RGU must not be disclosed during consultancy unless expressly authorized.



## 16. Reporting and Accountability

Faculty members and staff shall be required to submit regular reports on their consultancy activities to the Consultancy Cell. These reports should include:

- Details of ongoing or completed consultancy projects.
- Financial earnings from consultancy.
- Any challenges or issues encountered during consultancy.

The Consultancy Assessment Committee shall review these reports to ensure compliance with the policy and provide support where necessary.

## 17. Consultancy and Professional Development

RGU recognizes consultancy as an important aspect of professional development. Faculty members and staff as well as students are encouraged to use their consultancy experiences to:

- Enrich their teaching with real-world insights.
- Enhance their research by identifying practical problems and solutions.
- Foster industry connections that benefit the institute's research and education goals.

Where appropriate, consultancy activities may be considered during performance evaluations, promotions, and career development discussions.



# 18. Institutional Support for Consultancy

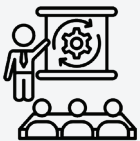
RGU is committed to supporting faculty members and staff in undertaking consultancy work. This support includes:



- **Legal and Administrative Assistance** RGU will provide legal advice and administrative support for contract negotiations and compliance with relevant regulations.



- **Access to Resources** Faculty members/staff may use institutional facilities and resources for consultancy, subject to the payment of appropriate fees. (payment of the fees for using institutional facilities should be done by the partner industry and not by the faculty member) Rate for utilization of facilities should be finalized in consultation with a formed committee.



- **Training and Workshops** RGU shall offer training sessions on consultancy skills, including contract negotiation, client management, and legal aspects of consultancy work.



- **Institutional ERP** The RGU ERP portal shall be updated for the faculty and staff members having consultancy.

## 19. Dispute Resolution

In the event of a dispute arising from consultancy work, RGU shall provide mediation and arbitration services to resolve conflicts between faculty members/staff, clients, or other parties involved. All disputes must be reported to the Consultancy Assessment Committee, which will act as the first point of contact for arbitration.



## 20. Compliance with Laws and Regulations

All consultancy activities must comply with local, national, and international laws, including:

- Intellectual property laws.
- Taxation and financial regulations.
- Employment laws.
- Any other legal requirements specific to the industry or client.

Faculty members and staff shall be required to ensure that their consultancy activities do not breach any legal obligations, and the institute will provide guidance on legal compliance where necessary.



# 21. Constitution of the Consultancy Cell

There will be a dedicated Consultancy Cell consisting of a Consultancy Assessment Committee to be chaired notified by the University By a senior faculty member at the level of a Dean to be nominated by the Vice Chancellor

## **Terms of Reference for the Consultancy Cell:**

- The Consultancy Cell shall function through a Consultancy Assessment Committee.
- The Consultancy Assessment Committee shall examine and assess the feasibility, administrative and legal aspects of the submitted Consultancy proposals
- The Consultancy Assessment Committee shall periodically review the progress of Consultancy Projects undertaken by RGU and will guide, monitor, and mentor accordingly.
- The Committee shall also prepare and update the web-page content that may be uploaded on the RGU website on a regular basis so that prospective clients can be attracted for awarding consultancy work.
- The Committee shall initiate to forward organizational profile to the prospective agencies and clients.
- The Committee shall conduct at least two meetings in a year to review its policies, programmes and functioning.
- The Consultancy Assessment Committee, based on its prudence and discretion, can co-opt any person / agency in its meeting for a particular assignment subject to approval of the competent authority of the University.



## 22. Non-compliance

In the event of any act of non-compliance of the terms and conditions of the consultancy agreement, RGU rules, and undue delay in project completion, financial irregularity, harassment to the client organization or to the concerned faculty members/staff, such acts of non-compliance and violations of rules, ethical norms shall attract due punitive actions as per the Rules and Regulations of RGU and the Rule of law of the land.

The University also holds the responsibility to see that the faculty in charge of the consultancy gets all possible support from the university to complete the assignment.



## 23. General Guidelines

RGU believes in the overall development of the stakeholders and encourages faculty members/staff to extend their knowledge/expertise/skills/technical services through consultancy. While engaging in consultancy activities, every individual are required to follow the following general guidelines over and above the other stipulations stated in this policy.

1. The consultancy work must not affect the academic and other day to day duties of the University.
2. The consultancy shall not have any conflict of interest with the policy of RGU.
3. The consultant faculty member(s)/staff shall be responsible, personally and accountable for the terms and conditions of the contract of consultancy.
4. It will be the responsibility of the consultant to adhere to time schedules, terms and conditions on agreements, confidentiality, IPR issues and resolution of the disputes. For the non-compliance, RGU will not be responsible in such cases.
5. The consultant shall be required to maintain the confidentiality and shall not reveal any data/outputs/results/information of consultancy work unnecessarily.
6. The faculty member/s handling the consultancy work should maintain the highest standards of ethics. He/she shall not be involved in plagiarism, unfair means of getting consultancy offers and breach of contract with the customers/consulting

7. All equipment purchased and infrastructure created as part of consultancy project will be the assets of RGU. The facilities are to be shared for the benefit of other faculty members and students, when not in use for project purpose, during working hours.
8. RGU shall not be held for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control.
9. The project work may be terminated by either party by giving the other party a notice period as mutually agreed. The expenditure incurred by the RGU till the end of the notice period must be paid by the client. However, both the parties will meet any residual obligations in connection with the project.
10. In the event of a consultant faculty members/staff leaving the university, as in the unfortunate event of the passing away of a consultant faculty/staff the following option shall be applicable.

**Contractual Obligations:**

The initial consultancy agreement will outline the way forward if the consultant leaves the university. These possible ways could be

- **Transferring the work** The university might assign the remaining work to another faculty member or a new consultant.
- **Termination** The contract could be terminated, with potential stipulations for compensation or completion of partial work.
- **Continuation with the consultant** in some cases, the university may allow the consultant to continue the work even after leaving the university, perhaps as an external consultant







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