GHARDA FOUNDATION

GHARDA INSTITUTE OF TECHNOLOGY

GIT GHARDA INSTITUTE OF TECHNOLOGY

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GIT Consultancy Policy

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1. Preface

Gharda Foundations Gharda Institute of Technology (GIT) , Lavel was established in the academic year 2007- 08. The institute is approved by AICTE (New Delhi), DTE (Maharashtra State) and is affiliated to University of Mumbai. GIT offers 4 years B.E. degree courses in the Six branches as per the syllabus prescribed by the University of Mumbai. GIT assures to go beyond syllabus and classroom lectures so as to have proper exposure and understanding to every student.

GIT 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. GIT provides a range of educational services and other expertise to the government and non-government agencies in the form of consultancy. GIT has unique specialty centers and institutes in the field of Biodiversity, Tribal Studies, and Youth which are also extending their expertise the different stakeholders.

The GIT recognizes 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 productive relationships. To carry our Consultancy Services by academic and administrative staffs, the University brought the "GIT 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. Objectives of the Policy

GIT encourages its members to undertake consultancy projects as a part of their excellence in academic and research pursuits. The broad objectives of this policy are detailed below:

- a. To enrich scholastic aptitude as well as professional knowledge of the GIT faculty / Staff apart from financial incentives
- b. To augment the GIT 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 GIT, its faculty / 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 GIT rules and procedures

3. Definitions

a. This Policy is called the GIT Consultancy Policy 2023 and applies to all academic and administrative staff of GIT.

b. "GIT" means Gharda Institute of Technology.

c. "Consultancy" means a professional work carried out on behalf of a third party utilizing the knowledge and expertise of member(s) of GIT faculty / staff and in some cases the equipment and facilities of GIT.

d. "Consultant" means a member of faculty / staff engaged in the provision of Consultancy.

e. "Client" means Government and Non-Government Organizations, industries and other National and International agencies which are receiving Consultancy Services.

f. "Deliverables" means final outcome of the Consultancy Project that is intended to be delivered to the Client.

4. Scope of the Policy

Consultancy Services may be offered by the permanent / full time academic and administrative staffs of the GIT to Government and Non- Government Organizations, Industries and other National and International agencies in niche areas of expertise available in the GIT.

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. Costing and distribution of Consultancy Projects

The Distribution of the share is exclusive of all the expenses incurred during consultancy project costing (Net sum after all expenses) and is based on the following component charges:

Part A

If infrastructure of department / college/ institute is	The share of 30% shall be paid to the institution

utilised, the sharing will be the ratio of 30:70	while 70% shall be distributed amongst the concern department / staff / teachers/others

Distribution of Departmental staff share (70%) – All the earnings of the consultancy shall be distributed in the following proportion.

Description	Percentage Amount
Total Amount Assumed as	100
Direct Labour Skilled (Lab. Assistant)	40
Direct Labour Unskilled (Attendant)	15
Faculty - Consultant	25
HOD	10
Accounts	5
Principal	5
Service Tax	Service Tax and other taxes as applicable shall be provided in the project cost

Part B

If infrastructure of department / college/ institute is not used, the said sharing will be the ratio of 10:90	The share of 10% shall be paid to the institution while 90% shall be retained by the concern department / staff / teachers

Distribution of Departmental staff share (90%) – All the earnings of the consultancy be deposited in the Dedicated Account of the GIT in the following proportion

Description	Percentage Amount
Total Amount (S2)	100
Direct Labour Skilled (Lab. Assistant)	35
Direct Labour Unskilled (Attendant)	15
Faculty - Consultant	25
HOD	15
Accounts	5
Principal	5
Service Tax	Service Tax and other taxes as applicable shall be provided in the project cost

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

The financial earned by any individual from consultancy will be taxable as per Govt. of India rules. All financial transactions related to consultancy will be cashless through bank transfer to / from appropriate GIT account.

6. General Guidelines for Consultancy Project

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.

7. Appointment of Principal Consultant (PC) :

Industrial organizations / Government Departments usually approach directly to the GIT for consultancy work. A member allotted by GIT for the work by the external firms, he/she would be the Principal Consultant. If he does not wish to be the Principal Consultant of if the project is referred to the GIT , Principal consultant would be identified through appropriate discussions and appointment will be made by the Department HOD.

The responsibility for conduct of the consultancy assignment and the deliverables will lie with the Principal Consultant. The consultancy cannot be at the cost of the duties of the said faculty / staff members at the GIT and it should not affect their primary functions and responsibilities to the GIT.

All expenses for a consulting project, including the GIT Overhead Charges and Service Tax, must be met by the sponsoring agency.

Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses and shall follow the existing GIT purchase and travel rules.

Students who are willing to work on consultancy projects may be permitted as per GIT norms to do so. Provided it does not affect their academic commitments and performances.

Any other employee of the GIT may take up consultancy work with prior approval of the Principal / head of the department . For this purposes, employee undertaking consultancy, shall herein after be referred to as consultant.

Each project shall be undertaken either under Standard Terms of Reference (ToR) of Memorandum of Understanding (MOU) describing the details of contract.

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)

8. Documentation and Deliverables of the Consultancy

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 deliverable to the client with one copy shall be preserved as record in the Department. Further record shall be maintained for delivering the reports to the client.

9. Code of Conduct

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The conduct of the employee during the Consultancy work must conform to the prestige and reputation of the GIT . 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.

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.

Both the parties must strictly adhere TOR / MoU signed for the Consultancy Project. All Consultancy Services need to be structured and executed in the spirit of promoting GIT.

10. Dispute Redressal and Resolution

All cases of lack of clarity on any issue, or any ambiguity or subjectivity in interpretation must be reported to the Principal, whose decision will be final and binding. The Principal may, at any point of time call for amendment or revision of this policy shall be dealt with as per university rules.

Secretary -Member
BoG/GB

Chairman GB