



आचार्य नरेन्द्र देव कृषि एवं प्रौद्योगिक विश्वविद्यालय
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Consultancy Policy

Preamble

The increasing importance of agriculture in national and international trade, new opportunities have opened up for effective and efficient transfer of knowledge, skills and technologies to the end users. The changed times are more encouraging and rewarding than before for our scientists and staff. New opportunities can be more enriching for research and development work in terms of both application of expertise as well as revenue generation to the individual and institutions. It is felt that interactive processes through consultancy services for external agencies will further: i) enhance research and education capability, ii) improve core competencies, work efficiency and environment; and iii) augment visibility of our professional strengths. Ultimately, much-needed current realization of knowledge, skills and technologies at the user level will happen at an accelerated pace.

Purpose

This policy document is intended to lay down the norms for undertaking consultancy work and its facilitation in accordance with the university's rules and procedures.

Scope of Consultancy Services

Consultancy shall mean professional services rendered to external agencies in terms of scientific, technical, engineering or other professional advice/assistance based on the expert knowledge and skill available in the university system. All consultancy services at university shall be institutional and shall be in the area of expertise of the individual(s) and shall preferably be in the thrust areas of University.

Exclusions

Consultancy services can, inter alia, include:

- i. preparation of literature/survey/feasibility studies/state of art project/technology forecasting/ evaluation reports;
- ii. Interpretation of test results and data, advising on risks and hazards or similar skilled advice;
- iii. Advisory tasks in preparation, evaluation and implementation of a project;
- iv. Advisory tasks in design engineering related to agriculture and allied sciences;
- v. Assistance in management of biotic and abiotic stress issues and other problems;

- vi. Technical advice even in the form of one-time assistance to help in trouble shooting or problem solving, mainly advisory in nature, including pilot plant/up-scaling trials for technology validation and commercialization.
- vii. Training would mean continuing professional and skill development that does not lead to the award of a university degree/diploma. The university has training and expertise of repute that can be shared for purposes of training and human resource development. There is an increasing demand for such training from various clients in the state and country. Training programmes would also help generate resources for the university.

The competent authority for approving the consultancy shall have the power to decide whether a particular assignment is a consultancy or contract research. Any technical work requiring research and development activity to be undertaken by the university and requiring substantial use of institutional infrastructure and time of the staff shall be taken up as contract research rather than consultancy.

Processing of Consultancy Services

- Understanding the proposal for selection of the leader and team of consultants(s). Consultancy assignments involve high level skill, work efficiency, and scientific and systems approach, and contribute to image building of the university/system. Therefore, decisions on selection of the personnel should be made on the basis of the nature of work involved and capability of particular persons, and not on the basis of hierarchy. At the same time, total work in hand with an individual is also to be considered.
- The client may approach either the expert concerned directly, or the Director Extension/Research of the University, who can direct the client to the potential expert at the university. The consultancy project should be evolved through mutual discussion between the client and the expert(s). The proposal can then be mutually prepared.
- Outlines of work and terms of reference in the consultancy proposals to be completed. After a decision has been taken to accept the consultancy by a particular person(s), it would be necessary to consider whether the outlines of work and terms of reference suggested by the client describe adequately and clearly the level of information desired and the facilities needed. In case it is considered that outlines of work and terms of reference are not likely to give the desired level of information, appropriate modifications and alterations should be proposed and made in the very beginning. The procedures and programmes to be followed should be mutually agreed upon.

- The report of all types of Testing, Training and Consultancy Projects is prepared in triplicate and signed by the team leader and counter-signed by the Head of the Department, who shall keep the departmental copy. The team leader has to give a copy to the concerned client and keep a copy for the record.
 - The consultancy involves, but not limited to, (a) visits to actual sites of the workplace of organization, Institutions, Industries, entrepreneurs, and other external agencies to assess the nature and magnitude of the problem faced and technical services required (b) Rendering expert advice and /or services in terms of evaluation, process, product, project, fabrication, investigation, expert opinion, remedial measures, trainings etc. (c) Surveying of land, the Schemes of Integrated Watershed Management Project (IWMP), Drought Prone Areas Programme (DPAP), Desert Development Programme (DOP) and integrated Wasteland Development Programme (WDP) etc., techno-economic feasibility, damages, environment, pollutants, wastes etc. A participatory, outcome and impact oriented evaluation of the projects is adopted to obtain feedback and undertake improvement in planning, project design and implementation. End-line evaluations of the projects are needed to assess the impact of the following aspects.
 - i. To assess the impact of social mobilization, community organization, capacity building of the community in planning and implementation, equity arrangements etc. needs an effective evaluation.
 - ii. The impact of organizational learning processes on assisting the project functionaries at various levels.
 - iii. Impact evaluation of watershed projects in particular has to be made using the state of all technology such as Remote Sensing, GIS and GPS for unbiased and reliable assessment in terms of changes in biophysical parameters.
 - iv. An effective evaluation is very much required for streamlining the initiation, for tracking the achievements: quantitatively and qualitatively of the project, process interventions, possible corrections and assessing the impact of interventions.
- V. In a programme such as the WDC-PMKSY, process monitoring along with documentation is to be done to the confine that the project activities are implemented in conformity with the Common Guidelines, 2008 (Revised Edition 2011) and the decisions of the State Level Nodal Agency (SLNA) and Government of India issued from time to time.

vi. Each project being implemented under WDC-PMKSY requires timely and appropriate information on its performance, measured by combining both qualitative and quantitative performance indicators.

vii. It is imperative that evaluation and impact analysis has to bring immense value to the project. It is further reiterated that an effective evaluation system is very essential in such projects to achieve the objectives.

viii. Carefully developed and effective evaluation is critical to ensure learning and effectively replicating for improving other project implementations and thereby achieving the project development objectives.

ix. An effective evaluation and impact analysis and documentation system is expected to improve operational learning at all levels (village, Gram Panchayat, Block, district and State) throughout the project implementation.

Approval of Consultancy Activity

All consultancy proposals have to be submitted to the Vice Chancellor, through proper channels for prior approval, who will have the right to make the decision to accept or decline the proposal.

Conflict of Interest

- a. Engagement in consultancies must not create any perceived or actual conflict of interest.
- b. Conflict of interest, if any, must be immediately reported to the Vice -Chancellor.
- c. A conflict of interest shall be considered as a case where an employee engages in consultancy at the expense of the interests of the university, as defined by the Vice- Chancellor.

Income Distribution

On the completion of assignment and receipt of all dues from below, subject to conditions mentioned below

I. Professional consultancy fees for those rendering services shall follow the rates provided by Page 38- ICAR Rules and Guidelines.

- Functions for Sharing of Intellectual Fees, including such fees received in the form of honorarium/ consultancy fees/consultancy charges etc., shall be shared as,

Consultant(s) share	70%
Institutional share	30%

As per rule, the consultancy amount will be distributed to Consultant(s) 70% as follows:

Staff Share

- i. Innovators & Principal Contributors : 40%
- ii. Science & Technology and other staff, who contribute direct

- inputs to the specific development/ activity : 35%
- iii. Remaining staff of the Institute : 20%
- iv. Staff Fund : 5%

- If the total earnings of a faculty/staff from consultancy and testing including all categories exceeds 70% of his / her gross annual salary, then, in the new project where that faculty is involved, 50% of the amount will be the university share and the remaining 50% will be distributed among Principal Investigators, Department development fund and department pool fund and departmental Welfare fund.

II. **Advisory Consultancy:** Distributable amount up to a maximum of 2/3 of intellectual fee as follows:

- Team of Consultants 95%
- University Welfare fund 5%

III. **General Consultancy:** Distributable amounts up to a maximum of 2/3rd of the intellectual fee or 100% of the workforce charges levied, whichever is less, as follows:

- Team of consultants 65%
- Other S&T Staff 15%
- Supporting Staff 15%
- University Welfare Fund 5%

IV. **Training Consultancy:** Training would mean continuing professional and skill development that does not lead to the award of a university degree/diploma.

Number of trainees: The number of trainees in a programme would be based on current requirements. There could also be customized training for individuals on specific request. The Director Extension/ Director Research/Dean or competent authority may approve as per the case.

Issue of a certificate at conclusion of training: The performance of each trainee should be monitored by assessing his/her participation in classroom discussions, assignments, laboratory work, etc. Each trainee should receive a certificate for successful completion of the training programme.

Evaluation of training by trainees: Evaluation of the training by the trainees in respect of programme content, practical exposure and competence of experts/trainers will be done at the

end of the programme. A proforma for this purpose is provided. The evaluation made by the trainees should be analyzed and discussed before distribution of certificates.

Programme fee: The programme fee should be worked out on the basis of various heads for estimates indicated as per model charges. In the case of candidates sponsored by the Government of India or State, the prescribed fee can be suitably reduced by the Competent Authority, as applicable. Programme fees in the case of candidates sponsored under bilateral agreements could be mutually agreed/ negotiated, if necessary.

Distribution of Honorarium: Distribution of amount by way of honorarium to Programme Director/Coordinator(s), experts/trainers/resource persons, and supporting staff, if any, will be done by the Director Extension/ Director Research/Dean or the authorized person.

The Team of Consultants'

The Team of Consultants' shall comprise only such staff members who provide intellectual input to the specific consultancy work, while 'Other Supporting and Technical Staff' shall generally include Group III & IV staff, Research Fellow/Associates who assist the team of consultants with S&T, information, computational, economic and marketing inputs pertaining to the specific consultancy and the 'Supporting Staff' will comprise all staff in the laboratory from the technical groups I & II, administration, finance, stores & purchase who have not been included in the other two categories of staff of any consultancy project for the year of distribution of honorarium. The Vice-Chancellor shall have the flexibility to group the 'Supporting Staff' as

(a) Those who contributed directly to the consultancy and

(b) The remaining supporting staff.

- Provision for outside investigators is normally discouraged. If necessary, a provision of outside investigator is made at the time of acceptance/approval of the project after obtaining approval from the Director of Research/ Extension.
- The team leader, in consultation with the team members involved in the execution, shall decide the team share of each member commensurate with the input of each individual member and recommending to the competent authority.
- Such objections/representations (received within the stipulated period of time) to the distribution shall be submitted for consideration by a Committee formed for this purpose.
- The recommendations of the Committee shall be intimated to all concerned staff and displayed on the notice board. In case there is no further representation against the decision of the

Committee within thirty days of its display on the notice board, distribution as per the Committee decision shall be approved by the competent authority.

- Representations/objections against the decision in an Institute can be made to the Vice Chancellor within thirty days of the date of the display of the final decision on the notice board (a copy of all such representation to the Vice Chancellor would be endorsed by the Director of Extension/ Research). The decision of the Vice Chancellor in the matter shall be final and binding on all concerned.
- Each financial year, from 1 April to 31 March, should be considered as the annual period. There is no proposed ceiling on annual benefit sharing payments to individual scientists/staff.
- The payments received as part of benefit sharing by the individuals will be treated as bonus income of the individual and governed by income.

Code of Conduct

- a. The conduct of employees during the consultancy work must conform to the prestige and reputation of the university. The university will be entitled to take disciplinary action against its employee for any misconduct during the consultancy.
- b. Original copies of all documents related to all consultancy services undertaken by its employees must be in possession of the University to allow appropriate processing for financial accounting and audit purposes.
- c. The clients receiving consultancy services would not be entitled to use the university name, logo etc. in any form without the prior permission of the Vice Chancellor.

Dispute Redresses and Resolution

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