

HARISH CHANDRA POST GRADUATE COLLEGE

MAIDAGIN, VARANASI-221001



Consultancy Policy 2026

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Consultancy Policy 2026

1. Introduction

Harish Chandra Postgraduate College, Varanasi is a Government aided college and is one of the premier seat of learning of Eastern U.P. under the auspices of Harish Chandra Vidyalaya Samiti (*a non profitable charitable institution registered under Indian Society Act 1860.*) The institution is now emerging as a centre for Research Work in different subjects in the faculties of Arts, Science and Commerce and Law. Its goal is to be the fountainhead of new ideas and of innovation in different branch of knowledge to promote research, create knowledge leaders and innovators for tomorrow. For these purposes our College has taken a step to promote consultancy assignments to be accepted by its academic staff. They have privilege to consult with public and private entities. It is our belief that this initiative would eventually contribute to the professional development of the faculty members of the College.

This consultancy policy aims to define the framework for staff to provide professional expertise to external organizations while ensuring alignment with institutional goals. Consultancy is an important channel through which knowledge and expertise could flow from knowledge institutions to businesses and other external agencies, and it can contribute to the growth, development and productive relationships with these components of society. Consultancy activity in our college may be associated with contractual relationships, including research, service

contracts etc. with government non-government organization in lieu of a fee. The Harish Chandra Postgraduate College, therefore, encourages its faculty and staff to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the college.

2. Purpose

This policy document is intended to lay down the norms for undertaking consultancy work and its facilitation in accordance with the rules and procedures framed by College, time to time.

3. Definitions

- **College** means Harish Chandra Postgraduate College, Maidagin, Varanasi.
- **Consultancy Project** means a "paid assignment" given by an outside agency to a faculty member or Department(s) of the College on mutually agreed scope and terms & conditions and as per the norms framed by the College.
- **Sponsor** means the agency or organization which offers a consultancy project.
- **Consultant** means an individual faculty member or Department engaged to carry out a consultancy project.
- **Principal Investigator (PI)** means an individual faculty of the College, who with his expertise is instrumental in getting a consultancy project.
- **Co-Investigator (CI)** means a faculty member co-opted by the Principal Investigator (PI) to work jointly on the project.
- **Competent authority of the college** means Principal of the College.

4. Scope

Consultancy is work of a professional nature, undertaken by members of College in their field of expertise, for any external institution, body of person or individual client, for which some financial return is obtained. Consultancy Policy will produce some form of contracted output which may be partly or wholly owned by the client and will be governed by short-term contracts while making minimal use of College resources. It would be an additional management responsibility for College, and would involve extra work for existing College staff. Therefore, the college will charge apart of the consultancy fee from the member of college who is engaged in consultancy by using college resources. Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake are also included within the scope of this policy document.

5. Broad Guidelines

The faculty desirous of accepting a consultancy work from any external agency should prepare a the Consultancy Proposal containing the Assignment Proposal and details of Agreement and Standard Terms and Conditions of the proposed Contract. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and any other relevant information. The estimated budget should be in a format so as to be processed and executed easily by the College. Work on a consultancy project shall be undertaken only after the prior approval of the competent authority of the college.

6. Exclusions

The 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 activities, among others, would be:

- External examination
- Lectures and conference presentations
- Editorship of academic journals or the publication of academic articles
- Royalties from authorship and publication of books
- Professional arts performances
- Charitable services
- Any other as decided by the Principal

7. Consultancy Norms

Consultancy work will be taken up by the College faculty members subject to the following norms:

- The responsibility for conduct of the project and the deliverables will lie with the consultant, and the college will only provide the necessary administrative support.
- The consultancy cannot be at the cost of the duties of the said faculty member at the college.
- All expenses for a consulting project, including Tax, must be met by the sponsoring agency.
- The minimum total budget for a consultancy project must be ₹ 10000/- (excluding Tax,)

- Recruitment of temporary staff for consultancy projects shall follow existing college norms.
- Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing college purchase and travel rules.
- The time spent on consultancy and related assignments shall be limited to the equivalent of one to two working day(s) per week. In addition, consultants may like to utilize, on an average, one non-working day per week.
- Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academics, research and related activities.
- The services of permanent employees of the college may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the college.

8. Consultancy Project Execution Rules

- Consultancy projects are normally initiated by requests/enquiries from the industry/ institution directly to the college or by discussion between the industry/ institution and the consultant(s).
- When the enquiry is directly received by the college, the work will be assigned to specific consultant/or groups of consultants depending on their expertise, and existing commitments by the Principal.
- In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person with the approval of the Principal.

- All acceptance letters will be sent by the faculty member or department to the requesting agencies, in consultation with the Principal.
- Consultancy project proposals (prepared in response to a client's request) are to be approved by the Principal.
- The Charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may have to be considered.
- Consultant should be aware of the potential for the generation of Intellectual Property during the execution of projects.
- The charges for any assignment are normally payable in advance. However, exceptions may be made in respect of assignments involving charges exceeding Rs.1,00,000/- and with implementation period exceeding 3 months.
- In case of large assignments, a payment schedule should ensure that (i) advance payment is received for every segment of work, and (ii) the number of installments is reasonable and consistent with case of implementation.

9. Income Distribution Rules

- If the college incurs a cost for allowing the consultancy, it will be deducted by the college from gross income from consultancy before splitting the net income between the consultancy provider and the college.
- The member/department of college providing consultancy would be entitled to retain 60% of the share while the college will retain 40% of the net income.
- In case of science and technology related assignments 70% to the college and 30% share to member of other departments.

- The income 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 college account. The college will make the appropriate payment to the consultancy provider as per rules.

10. Code of Conduct

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

11. Dispute 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 document as deemed appropriate. Any violation of the above policy shall be dealt with as per college rules, made time to time.

HARISH CHANDRA P.G. COLLEGE, VARANASI

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Approved by



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