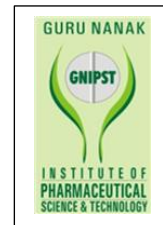




GURU NANAK EDUCATION TRUST



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY

(GNIPST)

*A JIS Group Institution | Approved by PCI | Accredited by NAAC & NBA Affiliated to
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INSTITUTIONAL POLICY DOCUMENT

CONSULTANCY POLICY

Document Control

Document Title	Consultancy Policy
Applicable To	All faculty, staff and departments of GNIPST
Custodian	Industry–Institute Partnership Cell (IIPC) / R&D Cell
Approving Authority	Governing Body, GNIPST
Version	1.0
Effective Date	To be notified upon Governing Body approval
Review Cycle	Once every three (3) years, or as required

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1. Preamble

Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST), established in 2005 under the aegis of the Guru Nanak Education Trust and nurtured within the JIS Group, is committed to translating the academic and technical expertise of its faculty into tangible benefit for industry, government agencies, healthcare organisations and society at large. Consultancy is recognised, alongside teaching and research, as a core academic activity through which the Institute discharges its extension and outreach responsibilities.

This Consultancy Policy has been framed in line with the guidelines of the All India Council for Technical Education (AICTE), the Pharmacy Council of India (PCI), the norms of the National Assessment and Accreditation Council (NAAC) and National Board of Accreditation (NBA), and the practices followed across leading technical and pharmaceutical institutions, so as to provide a transparent, equitable and well-governed framework within which consultancy activity may be undertaken at GNIPST.

2. Objectives of the Policy

The specific objectives of this policy are to:

- Encourage faculty members to apply their domain expertise to solve real-world problems faced by industry, government bodies and the community.
- Establish a transparent and uniform procedure for the initiation, approval, execution and closure of consultancy assignments.
- Generate additional revenue for the Institute that can be reinvested in infrastructure, research and student development.
- Strengthen Industry–Institute linkages through the Industry Institute Partnership Cell (IIPC).
- Provide equitable financial and professional recognition to faculty and staff engaged in consultancy.
- Safeguard the intellectual property, confidentiality and reputation of the Institute, its clients and its employees.
- Ensure that consultancy activity does not compromise the primary academic responsibilities of faculty members.

3. Definitions

"Institute" means Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST).

"Consultancy" means any technical, scientific, testing, analytical, advisory, training or professional service rendered by a faculty member(s), department or the Institute, in its institutional capacity, to an external client in exchange for a fee, on a specific, time-bound assignment basis, that does not amount to sponsored research.

"Consultant" means a regular faculty member, group of faculty members, or staff of the Institute engaged in an approved consultancy assignment.

"Client" means any industry, organisation, government department, hospital, agency or individual availing the consultancy services of the Institute.

"Consultancy Cell" means the Industry–Institute Partnership Cell (IIPC) / R&D Cell constituted to coordinate, screen, approve and monitor consultancy activity.

"Competent Authority" means the Director/Principal of the Institute, or the Governing Body where specified.

4. Scope and Applicability

This policy applies to all full-time faculty, technical staff and departments of GNIPST who undertake consultancy assignments in the name of the Institute, whether such work is executed on-campus using Institute infrastructure or off-campus at a client's premises. It covers consultancy in areas including, but not limited to, pharmaceutical analysis and testing, formulation development, regulatory affairs, quality assurance and quality control, clinical and hospital pharmacy advisory services, pharmacology and toxicology studies, biotechnology and microbiology testing, patent and IPR advisory, and training/certificate programmes for industry personnel.

This policy does not cover purely private professional practice undertaken by an individual entirely outside the ambit of the Institute, without use of the Institute's name, infrastructure, or personnel time during official working hours; such practice is governed separately by the Institute's service rules and requires prior written permission of the Competent Authority.

5. Institutional Mechanism – Consultancy Cell

All consultancy activity at GNIPST shall be routed through the Industry–Institute Partnership Cell (IIPC), which shall function as the nodal Consultancy Cell of the Institute. The Cell shall be constituted as follows:

- Chairperson: Director / Principal, GNIPST
- Coordinator: Dean/Head, IIPC (or R&D Cell), nominated by the Director
- Members: Heads of Departments, one senior faculty nominee from each department, and a representative of the Finance & Accounts Office

The Consultancy Cell shall be responsible for:

- Receiving, screening and recommending consultancy proposals for approval.
- Maintaining a panel of faculty expertise and facility/equipment capability for consultancy.
- Facilitating agreements/Memoranda of Understanding (MoUs) with clients in coordination with the Institute's legal/administrative office.
- Monitoring execution, timelines and quality of ongoing assignments.
- Maintaining institutional records of consultancy income, expenditure and outcomes for NAAC/NBA/AICTE reporting.

6. Types of Consultancy

6.1 Institutional Consultancy

Assignments undertaken in the name of the Institute, using the Institute's infrastructure, laboratories, equipment and/or letterhead, with the fee received directly by the Institute and shared as per Section 10 of this policy.

6.2 Individual/Off-Campus Consultancy

Short-duration advisory or expert assignments performed by a faculty member largely outside working hours and without significant use of Institute infrastructure, but disclosed to and approved by the Competent

Authority. Even where the fee is received by the individual, a nominal overhead contribution to the Institute may be required if the Institute's name or affiliation is used in any manner.

6.3 Testing and Analytical Services

Sample testing, analysis and certification services rendered through the Institute's laboratories (e.g., pharmaceutical analysis, quality testing, instrumentation-based analysis) on a fee basis, following applicable safety, quality and calibration standards.

6.4 Training, Workshops and Certificate Programmes

Customised training programmes, workshops, or certificate courses delivered to industry or institutional clients for a fee, coordinated through the Consultancy Cell/Training & Placement Cell as applicable.

7. Eligibility Criteria for Consultants

1. The faculty member must be a regular, full-time employee of the Institute in good standing.
2. The proposed assignment must fall within the faculty member's area of academic/technical competence.
3. The faculty member must not have any pending disciplinary proceeding that would be incompatible with undertaking external assignments.
4. Prior written approval of the Head of Department and the Consultancy Cell/Competent Authority is mandatory before commencement of any consultancy assignment.
5. Retired faculty, emeritus professors, or external experts may be empanelled as consultants with the specific approval of the Director, subject to a separate engagement letter.

8. Procedure for Undertaking Consultancy Assignments

6. Enquiry/Request: The client's request is received by a faculty member, department, or directly by the Consultancy Cell.
7. Proposal: The concerned faculty member(s) prepare a Consultancy Proposal (Annexure I) indicating scope of work, duration, deliverables, resources required, and proposed fee.
8. Screening: The Consultancy Cell reviews the proposal for feasibility, conflict of interest and alignment with Institute capability.
9. Approval: The Competent Authority accords approval; for assignments exceeding ₹1,00,000 (Rupees One Lakh) in value, prior approval of the Governing Body/Director is mandatory.
10. Agreement: A formal work order, purchase order, or Memorandum of Understanding is signed between the Institute and the client, clearly stating scope, fee, timelines, confidentiality and IPR terms.
11. Execution: The consultant(s) execute the assignment within the approved timelines, using Institute resources as sanctioned.
12. Invoicing and Payment: All consultancy fees shall be received in the name of the Institute through official bank accounts/receipts; no consultant shall accept payment directly from the client in a personal capacity for institutional consultancy.
13. Completion Report: On completion, a Consultancy Completion Report (Annexure II) is submitted to the Consultancy Cell, along with client feedback where available.

14. Fund Disbursement: Revenue sharing is processed as per Section 10, subject to submission of the completion report.

9. Use of Institute Infrastructure and Resources

Institute laboratories, equipment, software, library resources and other infrastructure may be used for approved consultancy assignments, subject to prior scheduling through the concerned Head of Department so that regular academic activity and student practicals are not disrupted. Where a consultancy assignment requires the creation of new facilities or purchase of dedicated equipment, the terms of ownership and future use of such facilities shall be mutually agreed upon and documented in the work order/MoU with the client. Institute letterhead, seal, brand name and logo may be used only for officially sanctioned institutional consultancy and never for individual/private engagements without written permission.

10. Financial Management and Revenue Sharing

All consultancy income shall be received into a dedicated Consultancy/IIPC account maintained by the Institute's Finance & Accounts Office and shall be distributed as follows, unless a different sharing ratio is specifically approved by the Governing Body for a particular assignment:

Head of Distribution	On-Campus (Institute facility used)	Off-Campus (Client-site work)
Consultant(s) / Faculty Share	50%	70%
Department Development Fund	20%	10%
Institute Overheads / Infrastructure Fund	25%	15%
Consultancy Cell (IIPC) Administration	5%	5%
Total	100%	100%

Where multiple faculty members jointly execute an assignment, the Consultant's share shall be distributed among them in proportion to their contribution, as certified by the Head of Department. Consultancy funds credited to the Department Development Fund and Institute Overheads shall be utilised for laboratory upgradation, faculty development, student welfare and research promotion, as decided by the Competent Authority.

11. Intellectual Property Rights

Ownership of intellectual property (including reports, data, designs, formulations or processes) arising from a consultancy assignment shall be governed primarily by the terms agreed with the client in the work order/MoU. In the absence of a specific agreement, any IP generated using substantial Institute resources shall be jointly owned by the Institute and the client, and the Institute's contribution and prior existing IP shall remain vested with the Institute. Faculty members shall not use client-confidential data, formulations or designs for personal publication or further commercial exploitation without the written consent of both the client and the Institute.

12. Confidentiality and Conflict of Interest

- Consultants shall maintain strict confidentiality regarding client data, processes, formulations and business information, both during and after completion of the assignment, and shall execute a Non-Disclosure Agreement (NDA) where required by the client.
- A faculty member shall not undertake consultancy for a client where a real or perceived conflict of interest exists (e.g., a close relative's business, or a client competing directly with an ongoing Institute project) without first disclosing the same to the Consultancy Cell.
- Consultants shall not use their position at the Institute to solicit assignments for personal gain in a manner that disadvantages the Institute.
- Any breach of confidentiality or undisclosed conflict of interest shall be dealt with under Section 16 of this policy.

13. Time Commitment and Workload Norms

Consultancy work shall not compromise a faculty member's primary responsibilities of teaching, evaluation, mentoring and administrative duties. As a general norm, a faculty member may devote up to one working day per week (or its cumulative equivalent) to approved consultancy assignments, subject to the prior concurrence of the Head of Department, who shall ensure that academic schedules, practicals and examinations are not affected. Any request for adjustment of teaching load on account of a large consultancy assignment shall require specific approval of the Director.

14. Reporting, Monitoring and Record-Keeping

The Consultancy Cell shall maintain a consolidated register of all consultancy assignments, including client details, scope, value, faculty involved, and status of completion. An annual Consultancy Report shall be compiled and placed before the Governing Body, and shall also form part of the Institute's NAAC, NBA and AICTE compliance/extension activity reporting. Departments shall submit a brief consultancy status update at each department review meeting.

15. Taxation and Statutory Compliance

All consultancy income shall be accounted for through the Institute's official books of accounts and shall be subject to applicable statutory provisions, including Goods and Services Tax (GST), Tax Deducted at Source (TDS), and Income Tax regulations, as administered by the Finance & Accounts Office. Individual honoraria disbursed to faculty consultants shall be subject to tax deduction at source as per prevailing law, and reflected in the faculty member's income records.

16. Non-Compliance and Disciplinary Provisions

Undertaking consultancy assignments in the name of the Institute without prior approval, diverting institutional consultancy income to personal accounts, breach of confidentiality, or misuse of Institute infrastructure or brand name shall be treated as a violation of this policy and shall be liable for disciplinary action under the Institute's service rules, in addition to recovery of any financial loss caused to the Institute.

17. Amendment and Review of Policy

This policy shall be reviewed once every three years, or earlier if required by changes in AICTE/PCI/NAAC/NBA guidelines, applicable law, or Institute needs. Any amendment shall require the approval of the Governing Body of GNIPST and shall be communicated to all faculty and staff through official circulars.

18. Approval

This Consultancy Policy has been recommended by the Industry–Institute Partnership Cell (IIPC) and is placed for approval before the Governing Body of Guru Nanak Institute of Pharmaceutical Science and Technology.

Prepared by (IIPC Coordinator)	Recommended by (Director / Principal)	Approved by (Chairperson, Governing Body)
Date:	Date:	Date:

Annexure I – Consultancy Proposal / Approval Form

1. Name of Faculty/Consultant(s)	
2. Department	
3. Name of Client Organisation	
4. Scope of Work	
5. Duration of Assignment	
6. Institute Resources/Facilities Required	
7. Proposed Consultancy Fee (₹)	
8. Mode of Execution (On-campus / Off-campus)	
9. Any Conflict of Interest Declared	
10. Recommendation of Head of Department	
11. Approval of Consultancy Cell / Competent Authority	

Annexure II – Consultancy Completion Report

1. Name of Faculty/Consultant(s)	
2. Client Organisation	
3. Period of Assignment	
4. Summary of Work Completed	
5. Total Fee Received (₹)	
6. Revenue Distribution (as per Section 10)	
7. Client Feedback (if available)	
8. Remarks of Consultancy Cell	