



**Gujarat National Law University**  
**Administrative Directive**  
**GNLU/AD/47/2015**

Friday, 16, October 2015

**Faculty and Staff Development:**  
**Research Projects and Consultancy Assignments**

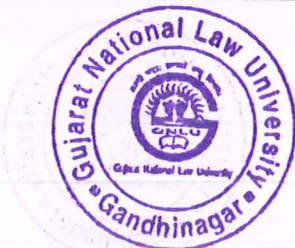
## 1.0 Object and Purpose

Gujarat National Law University (GNLU), recognises the need to promote, stimulate and facilitate the research and development activities thoroughly to lay strong foundation and register growth in research by creation and dissemination of knowledge, research collaborations and establishing links with government departments, public sector undertakings, industry, national and international agencies and other social organisations. GNLU has been striving to develop itself into a university of excellence in legal education and research keeping in mind the contemporary and future needs of the country. With innovations in curriculum and research, the University intends to enhance university-industry interaction and faculty development. In addition to offering formal Undergraduate and Post-graduate law programmes, the University, as a matter of policy, committedly encourages its faculty and other staff to undertake sponsored research and consultancy projects in order to strengthen the academic programmes and research profile of the University, which are very important for maintaining external and global linkages. By supporting the government departments and agencies, PSUs and the industry, the University intends to contribute towards the country's economic growth, and thereby serving the society.

The principal object and purpose of this 'Faculty and Staff Development: Research Projects and Consultancy Assignments' Directive is to advance, disseminate learning, knowledge and to encourage active participation in academic, research, training and extension activities, to make useful socio-economic law and policy interventions and to contribute to professional and personal development of the faculty and staff, within the broad vision and objectives of the GNLU Act. This Directive contains guidelines which are applicable and shall be adhered to by all the faculty and staff. The Research Projects and Consultancy Assignments Committee shall ensure the implementation and compliance of this Directive.

## 2.0 Research Projects and Consultancy Assignments Executive Committee

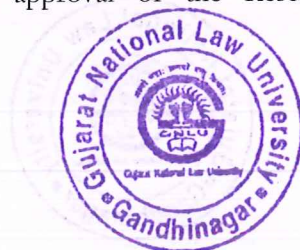
Research and Consultancy Executive Committee	
1. Director	Chairperson
2. Dean, Academic Affairs	Member
3. Registrar	Member
4. Dean, Research, Publications and	Member



Consultancy	
5. Dean, Extension and Training	Member
Assistant Section Officer (Research, Publications and Consultancy)	Secretary
<b>Members for administration, HR record, Optimum utilisation of resources, Audit and financial record keeping</b>	
1. Assistant Section Officer (Human Resources)	He/she shall maintain and print electronic records of all external engagements of all the faculty and staff of the University. Assistant Section Officer (Research, Publications and Consultancy) and Assistant Section Officer (Human Resources) shall liaise closely to ensure proper administrative, reporting and all related tasks.
2. Section Officer (Budget, Accounts and Finance)	He/she shall ensure optimum utilisation of resources and shall keep all financial records pertaining the EEF for perusal by the Committee.

### 3.0 General Procedure

- 3.1 The main objective of undertaking any sponsored research projects and consultancy assignments shall be: creation of new knowledge, expansion of existing knowledge and to provide conducive academic environment for professional development of the faculty and staff.
- 3.2 The University provides administrative and managerial support for the operation of sponsored research, consultancy assignments and other related activities of the University. It facilitates interaction with external agencies, both national and international.
- 3.3 Research projects and consultancy assignments may be taken up and implemented, provided they do not have any adverse impact on the ongoing academic, research and related activities of the University. Further, such projects/assignments need to be carefully scheduled in the light of ongoing commitments.
- 3.4 Research projects and consultancy assignments are normally initiated by requests/enquiries from the industry/government departments/PSUs, agencies, etc directly to the University or by discussion between the industry (and other stakeholders) and the faculty members. The faculty is expected to estimate the time and cost required to accomplish the task.
- 3.5 When the enquiry is directly received by the University, the work will be assigned to specific faculty member(s) depending on their expertise, and existing commitments, by the Committee.
- 3.6 In the event of an agency preferring the services of a specific faculty/staff (as consultant), the assignment may normally be assigned to the identified person, provided it does not have any adverse impact on that specific faculty member's ongoing academic, research and related activities.
- 3.7 Each project/assignment shall be undertaken either under: (a) Standard Terms and Conditions (as prepared by the University), or (b) Specific research agreement or Memorandum of Understanding (MoU) describing the details of contract.
- 3.8 The faculty/staff, who receives a request for performing such projects or assignments, shall always seek prior approval of the Research Projects and Consultancy





Assignments Committee (the 'Committee'), for performing any such projects or assignments.

- 3.9 The faculty/staff shall provide full and complete information in a manner prescribed for the purpose (proposal) to the Dean (Academic Affairs)/Registrar/Dean (Research) and Dean Extension and Training, as appropriate. The Dean (Academic Affairs)/Registrar/Dean (Research) shall obtain information on the past records of the faculty/staff concerned from the Assistant Section Officer (Human Resources). The past record shall include number of cumulative paid/unpaid leave days provided, cumulative financial assistance provided (by the University) or obtained by the applicant, follow-up made by the applicant, if appropriate. The Dean (Academic Affairs)/Registrar/Dean (Research), and Dean Extension and Training as appropriate, would present the proposal before the Committee for its review.
- 3.10 The Committee shall examine each request for permitting a member of the faculty or administrative staff to accept research projects or consultative or similar assignments keeping in mind that the proposed assignment(s) would be in the interest of the University in the long run and will not adversely affect the faculty member's/staff's work at the University.
- 3.11 The faculty/staff shall ensure that he/she shall do his/her best to deliver results as an outcome of his/her participation in such professional development activities and shall serve the University accordingly.
- 3.12 Notwithstanding the above, and keeping in mind the best interests of the University, project/consultancy may be taken up in very exceptional cases, not covered by the above rules, with prior approval of the Director.

#### 4.0 Seed Grant

- 4.1 The University shall allocate seed grant for research projects in each financial year. In any case, the total seed grant shall not be less than 5 lakh rupees per financial year.
- 4.2 The faculty members are encouraged to prepare follow-up proposal(s) to external sponsors, if they request a higher than normal seed grant.
- 4.3 The faculty member will write and present a research proposal, which should include a description of research that he/she wishes to conduct. It is a platform meant to help faculty (particularly young faculty members) to develop his/her research interests.
- 4.4 The proposal will be submitted to the Committee, which will review and accord its sanction in appropriate cases.

#### 5.0 Sponsored Research Projects

- 5.1 The University strongly encourages its faculty/staff to seek and participate in sponsored research, to consult widely, and to engage in other activities that may benefit not only the participants, but also the University and the larger public.
- 5.2 Normally Sponsored Projects are funded by the government agencies like UGC, BCI, MHRD, etc. The proposals in respect of such projects need to be prepared in the formats prescribed by the agencies concerned and may include staff requirements, consumable and other requirements, as each funding agency has its own format and guidelines. The proposal should be submitted and the budgeting requirements are to be done as per the guidelines/norms of the funding agency, and the coordinating faculty member has to present the same to the Committee, if invited. If the project is sanctioned, the University has to facilitate the faculty





## GNLU Research Projects and Consultancy Guidelines

member in all aspects. The faculty member who receives the project shall be identified as Project Investigator (PI).

- 5.3 The research projects can be taken up by faculty members/staff directly or through the University or Centre concerned. Individual faculty member(s) for any such projects may use the services of non-teaching staff and students of the University, if required, who may be paid suitable honorarium out of the project funds received.
- 5.4 In case the University is awarded a sponsored project directly, or a proposal is submitted at the University level, the Principal Investigator would be identified by the Director.
- 5.5 The PI shall be responsible for the timely completion of the project and submission of final report to the funding agency through the office of Dean Academic Affairs, Research and Extension and Training.
- 5.6 Some indicative components of expenditure relating to research projects are: (a) honorarium for Principal Investigator, other faculty members(s) and other member(s); (b) visiting expenses for visits of faculty members and other staff; (c) cost of materials/consumables; (d) hiring of temporary staff, if needed; (e) expenses of the field work; (f) cost of additional equipment, if needed; (g) expenses incurred in preparation of progress report; and (h) any other expenses not covered as above.
- 5.7 The University may retain the balance amount (i.e. total project cost *minus* total expenditure).
- 5.8 The disbursement of the honorarium to the Project Investigator and other members involved in the project shall be as per the terms spelt out in the approved proposal. Any deviation from the heads of accounts spelt out in the approved proposal shall be implemented only after taking permission from the University.
- 5.9 The disbursement of the honorarium to the Project Investigator and other members involved in the project shall be subject to the submission of report to the project granting organisation/institute, and its intimation to the University [Dean (AA/Research)].
- 5.10 The statement of expenditure and utilisation certificate will be prepared at every financial year end (or at the end of the assignment) by the Project/Principal Investigator in consultation with the Section Officer (Budget, Finance and Accounts).
- 5.11 **Liability and Separation from Services:** Assistant Section Officer (Human Resources) shall update the electronic records of all sponsored projects undertaken by or assigned to the faculty and staff concerned. In case any member of the Project leaves the University without completion of the project, he/she shall be liable to reimburse the expenses incurred and meet all liability arising out of the project as determined by the University and the funding agency as appropriate. Any outstanding dues can be disbursed only after ascertaining that no financial liability remains outstanding on part of the faculty/staff towards the University or on part of the University towards a third party.
- 5.12 **Cost of Research Projects**  
The research project costing is based on the following component charges:
- 5.12.1 **University Overheads (UO):** University Overheads will be charged at the rate of 20% of the total project cost. However, the amount of UO may vary depending on the norms to be adhered to in respect of different funding agencies. University overheads cover the infrastructure and other facilities provided by the University for the proper execution of the project/assignment.





5.12.2 **Total Expenditure (TE):** This will consist of the following components:

- (a) **Honorarium for Principal Investigator and other co-investigators:** This refers to the charges payable to the faculty members (Principal Investigator and other co-investigators) of the University for their time and efforts in the execution of the project. The honorarium payable to the faculty members (Principal Investigator and other co-investigators) should be expressly stated in the project proposal, and once the project is awarded and some agreement or MoU is entered into between the University and the funding agency, thereafter no changes can be made, except by a mutual agreement.
- (b) **Project Staff Stipend/Honorarium (PSS):** This refers to the stipend / honorarium payable to temporary staff employed specifically for the project.
- (c) **Operational Expenses (OE):** These include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and non-teaching staff (if required) and all other expenses related to the research project.
- (d) **Materials/books/equipment:** This will include charges for the purchase of specific books/equipment/materials for implementation of research projects.
- (e) **Miscellaneous:** This includes expenses not covered by the above heads.

5.12.3 **Total Cost of the Project (TC):**  $TC = UO + TE$ .

## 6.0 Consultancy Assignments

- 6.1 By accumulation of expertise in various research areas, the University can offer knowledge and intellectual inputs which are of interest to the government, agencies (national and international), industry, PSUs, etc. It, therefore, strongly encourages its faculty to undertake consultancy assignments extensively, which may benefit not only the industry and other stakeholders, but also the University and the larger public.
- 6.2 A consultancy project/assignment/work is one where faculty and research staff provide knowledge and intellectual inputs to industry (within India and abroad), primarily for their purposes. This is effectively a contract work in which all outputs generally belong to the client.
- 6.3 The University encourages consultancy, in order to facilitate the interaction of its faculty members with governments, industries, PSUs, etc. All the consultancy work must be processed through the Dean of Academic Affairs, Dean, Research, Publications and Consultancy, and Dean, Extension and Training.
- 6.4 The consultancy assignments can be taken up by faculty members/staff directly or through the University or Centre concerned. Individual faculty member(s) for any consultancy assignment may use the services of non-teaching staff and students of the University, if required, who may be paid suitable honorarium out of the total consultancy cost received.
- 6.5 Proposal for the consultancy assignments should be presented before the Committee for its review and approval. It should specifically mention breakup of funds, normally consultancy fee (the minimum quantum will be specified by the University from time to time) as the primary component. It should also





have budget for supporting manpower, equipment, travel contingency, University overheads, etc. Some indicative components of expenditure relating to consultancy assignments are: (a) consultancy charges/honorarium for faculty consultant(s) and other member(s); (b) visiting expenses for visits of faculty members and other staff to the client; (c) cost of materials; (d) hiring of temporary staff, if needed; (e) expenses of the field work; (f) cost of additional equipment, if needed; (g) expenses incurred in preparation of progress report; and (h) any other expenses not covered as above.

- 6.6 If the assignment is granted, the University shall facilitate the faculty member(s) in all aspects. The faculty member who receives the assignment shall be identified as Principal Consultant (PC).
- 6.7 All payments for consultancy assignments must come in the name of the University. The University will then do the needful for complying with internal regulations and statutory laws.
- 6.8 The University normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the University may, in appropriate cases, permit commencement of work with payment to be made as per agreed upon milestones. The expenditure and disbursements will be made through normal University procedures; however, in accordance with the terms of the agreement/MoU between the University and client.
- 6.9 In international consultancy projects:
- (a) Funds are received in foreign currency;
  - (b) Service tax is not applicable;
  - (c) The research/consultancy collaboration of GNLU with the other party/funding agency should be in conformity with the laws of all the countries involved and/or international laws as the case may be.
- 6.10 The statement of expenditure and utilisation certificate will be prepared at every financial year end (or at the end of the assignment) by the Principal Consultant in consultation with the Section Officer (Budget, Finance and Accounts) under the overall guidance of the Registrar.
- 6.11 The PC shall be responsible for the timely completion of the assignment and submission of final report to the industry/client through the office of Dean (AA)/(Research).
- 6.12 External Consultants in Consultancy Projects: The services of external consultants may be utilised to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/ fees. Generally, the honoraria payable to external consultants may not exceed 40% of the total consultancy fee specified in the consultancy projects proposal.
- 6.13 **Liability and Separation from Services:** Assistant Section Officer (Human Resources) shall update the electronic records of all sponsored projects undertaken by or assigned to the concerned faculty and staff. In case if any member of the Project leaves the University without completion of the project, he/she shall be liable to reimburse the expenses incurred and meet all liability arising out of the project as determined by the University and the funding agency as appropriate. Any outstanding dues can be disbursed only after ascertaining that no financial liability remains outstanding on part of the faculty/staff towards the University or on part of the University towards a third party.



**6.14 Costing of Consultancy Assignments/Projects**

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

6.14.1 **University Overheads (UO):** University Overheads will be charged at the rate of 20% of the total cost of the consultancy assignment. However, the amount of UO may vary depending on the norms to be adhered to in respect of different funding agencies. University overheads cover the infrastructure and other facilities provided by the University for the proper execution of the project/assignment.

6.14.2 **Total Expenditure (TE):** This will consist of the following components:

(a) **Project Staff Salaries:** This refers to the salaries payable to temporary staff employed specifically for the project/assignment.

(b) **Operational Expenses:** These include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and non-teaching staff (if required) and all other expenses related to the consultancy project.

(c) **Materials/books/equipment:** This will include charges for the purchase of specific books/equipment/materials for implementation of consultancy projects.

(d) **Miscellaneous:** This includes expenses not covered by the above heads.

6.14.3 **Consultancy Fees/Charges (CF):** This refers to the fees payable to the faculty members (Principal Consultant and other co-consultants, if any) of the University for his/their time and efforts in the execution of the project. The total consultancy fees may be calculated and/or charged on a case by case basis. This depends upon several factors such as time spent, the importance of the advice and the experience of the faculty etc.

6.14.4 **Service Tax (ST):** Service tax and other taxes, as applicable, shall be provided for in the project cost.

**6.15 Revenue Sharing in Consultancy Assignments Fees:**

The University-Faculty ratio shall be spelt out in the original proposal. The disbursement of the consultancy charges/honorarium shall be subject to the submission of report to the client industry/organisation, and its intimation to the University [Dean of Academic Affairs, Research and Extension and Training]. Once an agreement/MoU is entered into between the University and the funding agency, thereafter no changes can be made in the revenue sharing or other matters, except by a mutual agreement. CF shall be divided between the University and the Principal Consultant (and other co-consultants, if any) in the following ratio:

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Total value/cost of the Consultancy Assignment	University's share <sup>1</sup>	Share of Principal Faculty Consultant and other consultants, if any <sup>2</sup> .
Up to 10 lakh	20%	80%
Up to 20 lakh	30%	70%
Above 20 lakh	40%	60%

**Total Cost of the Consultancy Assignment/Project (TC):** TC= UO + TE+CF+ST.

**6.16.** Considering that the faculty/staff will be able to use official time of the University working hours in the performance of research projects and consultancy assignments, a flat 10% amount admissible to the concerned recipient(s) shall be deducted, in addition to the above schedule and credited in the University Research Fund or Staff Development Fund as appropriate.

### **7.0 General parameters to be considered while sanctioning grant for research projects and consultancy assignments**

An indicative list of factors which may be taken into consideration while granting sanction to any proposal for research projects or consultancy assignments are as follows:

- 7.1 Harmony with the GNLU vision;
- 7.2 Advancement of legal education;
- 7.3 Academic growth of the GNLU and the faculty;
- 7.4 Brand building of the GNLU;
- 7.5 Object of the proposing institute/organisation;
- 7.6 Reputation of the proposing institute/organisation;
- 7.7 Overall experience of the applicant-faculty/staff;
- 7.8 Total experience of the applicant-faculty/staff at the GNLU; and
- 7.9 Any other relevant factor.

### **8.0 Savings Clause: Exclusion of certain academic assignments**

- 8.1 This Directive shall not be applicable to the Exchange Programmes undertaken by GNLU with other Foreign Institution/s.
- 8.2 Besides, the following shall not be construed as research projects or consultancy assignments for the purpose of this Directive:
  - 8.2.1 Writing of reports, papers or study reports on selected subjects for international organisations/bodies like the UNO, UNESCO, etc.
  - 8.2.2 Fees/honorarium received by a teacher from other Universities/colleges/institutes, other statutory bodies or public sector undertakings for the performance of academic assignments including the examination/viva-voce (and related work) conducted by these

<sup>1</sup> This percentage is of the Consultancy Fees, and shall be retained by the University as University's share. 50% of this amount will go the Research Development Fund (RDF) of the University.

<sup>2</sup> This percentage is of the Consultancy Fees, and shall be utilised for disbursement of honorarium to the Principal Consultant and other co-consultants, if any, involved in the assignment for their intellectual work, as spelt out in the approved proposal.

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## GNLU Research Projects and Consultancy Guidelines

- bodies or for delivering lectures with the permission of the University while in its service;
- 8.2.3 Preparation of study material, designing and development of course material or similar types of activities with the permission of the University while in its service;
- 8.2.4 Income derived by a teacher from exploitation of patent or invention taken out by him with the permission of the University while in its service;
- 8.2.5 Income from books, articles, papers and delivery of lectures; and
- 8.2.6 Income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams, with the permission of the University while in its service.

### 9.0 Removal of Difficulty

The Committee is authorised to remove any difficulty that may arise in the implementation and interpretation of this Directive. The decision of the Committee shall be final and binding.

### 10.0 Commencement

This Directive shall come into force with effect from the first day of July 2015 and is subject to changes, as and when required, to ensure and promote the overall interests of the University.

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