

## **INTRODUCTION**

The objective of Consultancy Policy is to promote interaction between academic, industry and research sectors and encourage and facilitate the faculty members to provide knowledge inputs sought by industry, government agencies or other academic / research organizations. The Consultancy is well-recognized as an effective way for Academic institutions to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the faculty needs to be managed and the interests of the institute must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancy services undertaken by faculty are in consistent with the Institute's strategic and operational objectives. Purpose This policy is intended to provide a clear framework for the faculty members who are engaged in, or those who wish to engage in consultancy.

### **CONSULTANCY RULES AND NORMS**

Consultancy Services may be offered to industries, service sectors, government agencies and other national & international agencies in niche areas of expertise available in the institute.

Testing & Evaluation services are to be normally offered in selected specialized areas, in order to meet the needs of certain governmental and related agencies, and special clients.

Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic Calibration / Standardization of laboratory equipment used for such purposes.

The consultancy work which is too complex to handle because of certain constraints inherent in any academic and research environment should not normally be taken up. Such services can be taken up in collaboration with IITs, NITs and DRDO Labs, if allowed through MoU

All the research projects sponsored by the Government (DST, DBT, ICMR, DRDO, etc.) private, national & international agencies and autonomous bodies do not fall under the purview of consultancy services. Vel Tech Consultancy Policy Consultancy categorized mainly as under:

**Category 1:** Individual Consultancy: (Expert Advice and Development Project) Consultancy that does not involve the use of any institutional facilities and is solely based on the expertise of the Principal Investigator

**Category 2:** Institutional / Departmental Consultancy: Consultancy that involves the use of University infrastructure / facilities such as equipment, instrument, laboratory staff, etc

**Category 3:** Testing and Evaluation / Calibration and Standardization of Services: The service involves the routine testing and evaluation in order to meet the needs of other organization / agencies / educational institutions. **ELIGIBILITY FOR UNDERTAKING CONSULTANCY** Consultancy and related assignments can be taken up by full-time faculty members of Departments, Core Research Scientists of Schools / Departments / Centres and all other employees of Vel Tech. All employees of Vel Tech undertaking consultancy shall hereinafter to be referred to as Principal Investigator (PI).



**Dr. P. Chandrakumar**  
Dean  
Industry Relations & TBI



**Prof. Dr. E. Kannan**  
Registrar



**Vel Tech**  
Rangarajan Dr. Sagunthala  
R&D Institute of Science and Technology  
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)



# Consultancy Policy



**Prof. Dr. E. Kannan**  
Registrar

Dr. D. Charan Kumar  
Dean  
Industry Relations & TBI

**Vel Tech**

**Vel Tech**  
Rangarajan Dr. Sagunthala  
R&D Institute of Science and Technology  
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### **APPROVALS**

- Any consultancy proposal received by the Staff of Vel Tech should be passed on to their Head of the Department / Dean / Dean Industry Relations/ Vice Chancellor, for recommendation/ approval.
- In Consultation with the faculty member, the Head of Department / Dean / Dean Industry Relations, as appropriate, will then take a decision as to whether to accept or reject the proposal.
- The decision to accept a proposal to undertake consultancy activity is not automatic and various factors will be considered for arriving at the conclusion.
- In case of any ambiguity, whether a proposed work constitutes consultancy, Staff should seek advice from their Head of Department / Dean / Dean Industry Relations, as appropriate. The Industry Relations Office will provide clarifications wherever necessary to the Head of Department / Dean / Director as appropriate, in reaching a decision about the classification of a particular piece of work. In case of any difference of opinion, the final decision shall however rest with the Vice Chancellor / Dean Industry Relations,

- Prior Approval in writing shall be obtained by the faculty member for all consultancy work.
- Vel Tech reserves the right to reject any consultancy, without assigning any reasons.
- It is the responsibility of individual members of faculty to maintain their records and ensure it is signed by the appropriate authority.
- After legitimate enquiry, any faculty member found violating the Policy is liable to face disciplinary action

## RECORDING

### Agreement and recording of consultancy activity are essential to:

- Enable Vel Tech to meet formal monitoring and reporting requirements, both Internal and External, current and future, and that may be required by Government or Government agencies.
- Prevent uncontrolled or inadvertent transfer of Vel Tech Intellectual Property to a Client.
- Ensure the protection of individuals and Vel Tech and to identify unduly high-risk projects for special treatment.
- Enable Heads of the Departments / Schools or equivalent who are responsible for workload allocation for the faculty to ensure that both Private and Vel Tech consultancy activity undertaken by faculty does not interfere with their normal duties and does not give rise to immediate or potential future conflicts of interest within the faculty member's terms of employment.

## TIME LIMITS

- A PI shall be allowed to spend normally one day per working week subject to a maximum of 60 days during the calendar year for consultancy. In no case, the number of working days in a calendar week shall be in excess of two days. In special cases, the time limits can be extended with the written approval of the Vice Chancellor.
- The Approver shall accord the approval or otherwise within 15 working days of the receipt of clear and complete consultancy proposal from the Recommending Authority.
- The Recommending Authority shall provide his recommendation or otherwise within 7 working days of the submission of a complete, clear and full proposal by the Principal Investigator.

## METHODOLOGY

- Vel Tech's Costs identified on the Project Initiation Report (PIR) shall be fully recovered before the following income distribution model is applied.
- Costs shall include such expenses as payments to external consultants / Industry experts, subcontractors, procurement costs including costs of materials, leasing of supplies, consumables, etc.
- The PIR form provides recommended rates for consultancy and only in exceptional circumstances (and with the approval of the Dean Industry Relation / Vice Chancellor.) should consultancy be undertaken at below this rate.
- Filled up PIR form should be initiated and signed by the Principal Investigator (PI) and approved by the Head of School and then forwarded to the Dean Industry Relation for further processing.
- It shall be the responsibility of the PI to estimate the time and cost required to accomplish the task.
- Some consultancy work, especially where Vel Tech's resources are being used (e.g. IP) are more appropriately managed under a separate service contract. In such cases, Dean Industry Relation will enter into a separate Service Contract or Memorandum of Understanding (MoU) with due approvals.
- While entering into consultancy agreements, only the standard contract terms & conditions of Vel Tech's consultancy agreement model shall be used. This is to ensure that the legal and statutory requirements like applicability of duties, taxes and other statutory levies are complied to by the contracting authority.
- The Head of the Department / Dean Industry Relations can recommend work that can be undertaken under the Vel Tech standard terms and conditions. A copy of the recommendation must be forwarded to the Dean Industry Relation, together with the signed PIR. Dean Industry Relation shall then evaluate the recommendation and shall accord approval in line with this Policy. The information of the approval will be recorded by Industry Relation Office on the research system. Later, Industry Relation Office shall arrange for the appropriate information to be sent to finance office to enable invoice(s) to be raised.
- Industry Relation Office may be involved in the contract negotiations and shall advise the Head of the Department on key issues arising from the terms of the contract. Where issues are considered problematic, approval of Vice Chancellor shall be sought prior to final sign-off.

- Where a Client insists for an Agreement on the Client's terms, PI will carry out a review of the Client's terms and conditions, in consultation with the Legal Department of Vel Tech, for acceptance of the Client's terms or request renegotiation. Any Agreement with the Client, outside of the approved Standard Terms and Conditions can be entered only after approval of the management of Vel Tech and shall be done by Industry Relation Office

### DISTRIBUTION OF CONSULTANCY FEES

Consultancy Categories	PI and team members	Vel Tech
Category 1 Individual Consultancy	70%	30%
Category 2 Institutional / Departmental Consultancy	60%	40%
Category 3 Testing and Evaluation / Calibration and Standardization Services	30%	70%

### EXCLUSIONS

This policy does not apply to those activities, which may be paid or unpaid, and which are in furtherance of scholarship or general dissemination of knowledge, such as but not limited to:

- Authorship of or royalties from publication of books, Research, training and teaching, Guest Lectures, serving on Scientific Advisory Boards, Research Councils.
- Associations and Statutory Bodies, Service on charitable committees, External examiner duties, Lecture tours and conference presentations or attendance, Editorship of academic journals or publication of academic articles, Professional arts performances, and Any other activity as defined by the job description of the faculty.

### Dispute Resolution

The clause regarding dispute resolution should be in built in Memorandum of Understanding/Memorandum of Association to be entered with the party while undertaking Consultancy project. In case of any dispute remaining unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the Institute.