



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC & NBA, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Consultancy Policy

Preamble

“The policy for consultancy envisions to develop a channel to provide knowledge and expertise to generate revenue for the Institution from industry and other external institutions/sources for providing solutions to challenging problems. It shall also provide the framework for promoting academia-industry interaction for catalyzing innovation, growth and for accelerating the development of new break-through. This policy shall ensure that consultancy undertaken by the faculty are consistent with the objectives of the Institution and the costs are sustainable. All consultancy and related activities shall be structured and executed in the spirit of augmenting excellence in teaching and research, for enhancing placement of Institution students”

Purpose of the Consultancy

1. The purpose of consulting is seen as a service to the community and to the industry and as an outreach activity of the institution.
2. It encourages staff to carry out consultancy service to facilitate knowledge sharing, contributing to economic and social impact. It serves to enhance Industry Institute Interaction.
3. Institution encourages procuring advanced equipment for promoting consultancy activities, to increase the research facilities at the institution and provide training to the faculty members for utilizing these advanced equipment.
4. Every consulting activity must be informed to the institution and must be initiated only after approval by the Head of the Department. Any use of the institutional facilities, resources, infrastructure and equipment must be appropriately considered as per institutional norms.
5. Hence a proper consultative agreement must be formulated with the institution for each consulting activity to ensure that resources are properly utilized and the institution is in agreement with the nature of the services rendered.

Scope:

This policy is applying to

1. All staff (both teaching and non-teaching) members of VJIT who are involved in the conduct of a consultancy service.
2. All funds provided to the Institution for the purpose of conducting or supporting a consultancy service.

Policy Provisions:

The Institution recognizes that consultancy work can bring financial and other benefits both to the institution and its employees. Such activities also serve to link the



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Institute and its staff more closely to the wider community, especially Industry and the public sector at state and National level.

Objectives of Policy:

1. To encourage staff participation in consultancies which bring opportunities and benefits to the Institute, its staff and clients and recognition of staff for professional development.
2. To facilitate the negotiation and entering into consultancy contracts bringing significant benefits to the Institute and its staff while ensuring full cost recovery as required by the competitive neutrality provisions.
3. To provide a flexible management framework to cover the range of consultancies customarily undertaken by staff members using the Institute name, services, space, facilities, equipment, intellectual property and/or paid work time, including consultancies directed toward charitable purposes, community service, and strategic priorities for the Institute.
4. To define the Institute management and quality control expectations for consultancy contracts involving or implicating the Institute, including those relating to risk management and accountability.
5. To provide guidance to persons inside and outside the Institute as to when and how consultancies may be undertaken using the Institutes name, services, space, facilities, equipment, intellectual property and/or paid work time.
6. To set guidelines for sharing the income from consultancy activities across various legitimate participants.
7. To set guidelines that will ensure equitable access to consultancy assignments by all staff members, including junior and female staff members.

Eligibility:

1. Principal Investigator or Consultant faculty members associated with consultancy work will be able to accomplished without unduly affecting the duties of the position.
2. The use of Institute trademarks such as letterheads, brands etc., or Institute Intellectual Property is strictly prohibited in Private consultancies.
3. Either Institutions or Industry/ company/ organization requesting consultancy should not use library resources, power, space, equipment, consumables, telephone facilities for the fulfilment of private consultancy, or the cost of the use of any such facility will be reimbursed under the terms of a written agreement between the staff members and the Institute approved by Institute authorized officer.
4. The faculty members involving in the conduct of a consultancy service can avail on duty for industrial/ field visit and meeting with Industry persons for discussion, related to consultancy works.



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Consultancy Rules:

Consultancy projects are normally initiated by requests/ enquires from the industry directly to the Institute or by discussion between the industry and the consultants.

1. The time spent on consultancy work and related assignments shall be limited to the 45 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.
2. When an enquiry is directly received by the Institute, the work will be assigned to specific consultants or groups of consultants depending on their expertise, and existing commitments, by the Head, R&D.
3. In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person, provided the requirements in respect of without affecting the regular duties of the concerned faculty member (ie., Academic & Research).
4. All the acceptance letters will be sent by the Head, R&D.
5. Once the consultancy project is taken up by the institution faculty/ staff member, (s)he has to finish the entire work without affecting the bylaws of the institution and (s)he will not be allowed to relieve if they wanted to quit the primary post/ their regular job work/ regular work.
6. The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.
7. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so, provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria.
8. Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form
9. The charges once finalized will not be negotiable. However, if the scope is altered, a fresh estimate may be considered.
10. Consultant should be aware of the potential for the generation of Intellectual Property Right (IPR) as per the college policy during the execution of projects. The Intellectual Property Policy of the Institute will govern all decision and actions concerning the generation, handling, protection and commercialization of the Intellectual Property of the College source.



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Costing of Consultancy projects:

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

1. **Consultant Fee:** This will include charges for the time of the institute and External consultants. This fee is limited to 20% of the project cost. This fee will be applicable if 10 concerned expertise is not available in the campus or exclusive expertise only available in specific industry/ institute/ organization etc.
2. **Charges for Personnel engaged in Technical Services:** This refers to the charges payable to the permanent employees of the Institute for their effort in the execution of the project. This is limited to 50 % if work does not require any institutional equipment support. However, 40% is allowed if they are using institutional equipment with specific requirement and 30% of the project cost is allowed if external consultant also involved in the project completion. Other operational expenses including consumables, contingency, travel, daily allowance, honoraria for students and all other expenses related to the consultancy project need to be mentioned while preparing the total budget to meet with in the total 60% of the total cost of the project.
3. **Overheads and Institutional cost:** 20% overheads will be charged on personnel engaged in technical services and other operational charges. This includes the charges for the purchase of specific equipment for implementation of consultancy projects. Contract negotiations/ Legal expenses may be levied for projects involving contract negotiations. Service tax and other taxes as applicable shall be provided for the project cost.
4. **Project Staff Salaries:** This will be applicable in special cases where external temporary staff is employed for the project. This should be clearly mentioned while submitting the proposal to the industry or before, taking up the consultancy work.

Distribution of Institute and Consultant shares:

The revenue generated out of consultancy services will be shared by the staff or group of staff members as follows:

Faculty	Management
60%	40%

The amount collected under Consultancy project will be distributed in the following manner to all staff members involved including institution grant and all unspent balances in closed projects, after deduction of overheads will be transferred to an open ended Research Development Fund (RDF) in the name of consultant for use in honoraria for work by students and project staff, consumables and contingencies, travel and daily allowance and other expenses as approved by the Head, R&D. The funds available in the RDF may be used for the expenses under the department development grant by HOD of the concerned department with prior approval of Head R&D and Principal. The amount allocated to the institute can be utilized administration to meet major infrastructure augmentation, promotion of R&D through seed money grants, etc., and operational expenses. Some amount also can be transferred to Institution main account to support library expenses and staff welfare fund as per the norms of the college/ institution.