



VIDYA JYOTHI
INSTITUTE OF TECHNOLOGY
AN AUTONOMOUS INSTITUTION

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



1. PREAMBLE

The Government has recognized the transfer of technology via consultancy to the society as a vital element of education. This acknowledgment has been emphasized by the working group focused on technical education. The working group on technical education, operating under the noted that involving educational institutions in consultancy and testing services on a selective basis would foster beneficial interactions between industry and academia. This engagement would not only enhance the expertise and confidence of faculty, staff, and students but also improve the institution's reputation. Consequently, the working group proposed the establishment of a consultancy centre or cell to facilitate these activities, along with the creation of a dedicated fund generated from consultancy earnings to support the institution's further development.

2. SCOPE

The scope of the consultancy work in terms of technical and managerial project will include:

1. Establishment of testing and calibration facilities.
2. Design, experimentation, and developmental activities for system and equipment processes.
3. Conducting techno-economic and market surveys, along with feasibility reports for both new and existing entrepreneurs,
4. Addressing techno-managerial challenges and providing computational resources for the analysis of scientific and technical issues.

3. CONSULTANCY RULES

1. Faculty members are permitted to engage in consulting activities, provided that such involvement does not interfere with their capacity to fulfil their standard academic and non-academic duties, and remains within any limitations that the college administration may periodically impose.
2. No college employee is permitted to engage in any consulting work without the principal's prior knowledge and consent.
3. Any work funded by "clientele" outside of an institution is considered a "consultancy practice" for the purposes of these regulations.
4. The assigned coordinators are responsible for starting and completing consultancy projects.
5. After obtaining approval from the appropriate authority, namely the chairman of the consultancies committee and consultants may begin consulting projects.
6. Each team associated with the designated consultancy work is required to update their coordinator on the status of the work.
7. Without the coordinator's prior consent, team members working on the project are not allowed to share any information with outside parties, either verbally, in writing, or by email.
8. Biannual meetings will be held, as well as more frequently as needed.



9. The Internal Quality Assurance Cell (IQAC) will be notified of activities.
10. All Consultancy work shall be categorized into following types:
 - i). Work involving brain of consulting academic staff with no involving of laboratory facility/facilities of the college.
 - ii). Any consultancy work involving use of laboratories besides involving the brainwork of staff
 - iii). All types of testing and calibration work
11. Clientele may contact seeking consultancy help with -
 - i). Individual faculty member of the college
 - ii). Head of department or Principal
 - iii). Administrative officer / Academic section in-charge
 - iv). Head of IQAC
12. The Head of Department (HOD) will appoint a "Consultant-supervisor" for each project with the assistance of the departmental consulting subcommittee and a written evaluation from the principal. When an interdisciplinary approach is required for the project, the IIP Cell will select the Consultant-supervisor with the consent of the respective HOD and the approval of the principal.
13. According to the terms of the clientele's contract, the Consultant-supervisor will have the most latitude possible regarding all actions required for the project to be successfully completed within the allotted time. On his advice, other (additional) consultants may be connected to him through the relevant HOD in order to ensure the work is completed effectively and without hiccups.
14. The principal will receive formal requests from the clients on the designated proforma. After consulting with the departmental consulting subcommittee, the principal will formally notify the client that the proposal has been accepted. This will include the name of the teacher who will be designated as the Consultant-supervisor.

4. 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 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.

5. DISTRIBUTION OF INSTITUTE AND CONSULTANT SHARES:

The revenue generated out of consultancy services will be shared by the Faculty / Staff and Management as follows:

Faculty	Management
60%	40%

All unspent balances in closed projects, after deduction of overheads will be utilised in the form of honoraria/salaries/service charges for the work done by students and project staff, sponsoring faculty/staff/students for attending workshops/training programmes, purchasing consumables and contingencies, travel & daily allowance and other expenses with the approval of the Head of the institute. The amount allocated to the institute can be utilized by the administration to meet 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.

STANDARD OPERATING PROCEDURE FOR EXECUTION OF CONSULTANCY WORKS

1. The concerned coordinators received the client's request (manually, via email, or in writing).
2. The client's letter to the chairman will be sent to the relevant coordinator via mail, hard copy, or scanned copy.
3. The consultant work will be taken on by the concerned coordinator.
4. The concerned coordinator will process the client's request and form a team to carry out the task.
5. The coordinator and the team communicate with the client to go over the needs of their work.
6. Following completion, the team/coordinator will send Client the estimated scope of work and the timeline for project execution.



7. Work will begin once the client has given their approval. The client may give their consent verbally, in writing, or over the phone.
8. The concerned coordinator will process the client's request and form a team to carry out the task.
9. The client and the team/coordinator communicate to discuss the needs of their work.
10. Following completion, the team/coordinator will send the client the scope of work estimate and project execution timeline.
11. Work will begin once the client has given their approval. The client may give their consent verbally, in writing, or over the phone.
12. A report and the bill for payment will be sent to the client once the work is finished.
13. The accounts department will receive a copy of the payment bill.
14. The Chairman will receive the completed work from the department coordinator.
15. IQAC will examine the activity prior to its execution and completion.
16. Following the client's payment, the funds are disbursed in accordance with the instituted by the department in question.
17. The concerned coordinator divides the funds among the team members based on their respective roles.
18. The faculty member who completed the work will receive the money in cash or in their account.