



Consultancy Policy

Need for Academic Consultancy

- Research portfolio of the Department and the Institution
- Professional networking with clients and organizations
- Track current developments in the disciplines/domains
- Branding
- Technology transfer and commercialization for revenue generation
- Quality

Objectives:

- Promoting application of technologies and inventions
- Providing opportunities for external agencies and individuals to utilize the technical services on payment basis
- Exploring all possible modes for generating revenue through technical consulting, management consulting and services
- Developing and nurturing national and international linkages for research development and consultancy.

Facilitation:

The Institution provides the necessary facilitation conforming to the following concerning consultancy:

1. The Institution shall provide the ecosystem for consultancy to the motivated and competent faculty in specialized areas of Engineering, Technology, Management studies and allied areas to external agencies such as Industry, Government and Research Institutions
2. The Institution shall create awareness and necessary motivation to the faculty for undertaking consultancy.
3. This policy shall apply to only the regular employees of the institution.
4. The Consultancy Policy will be implemented to compliment to the Research and Development policy of the Institution

Process:

- Combining Consultancy services with research in Development of Products, Testing and Maintenance Services
- The Institution shall publicize various services of the Departments to promote consultancy services and to take up the assignments from the public or industry
- The client organization requiring consultancy services from faculty or the department or the institution shall write to the Principal indicating the expertise, resources and facilities required.
- The Principal on receiving the request from the organization shall inform the Department concerned and seek the expression of interest.
- The Head of the Department shall nominate the faculty or a group of faculty with required expertise and send the detailed proposal to the Principal.
- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial/client site visit and meeting industry person/client for discussion related to consultancy work.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the Institution.
- Providing services at free of cost to the other institutions is strictly prohibited
- Institution facilities and resources used for consultancy work shall be charged in line with the guidelines of the Institution applicable from time to time.
- The pricing of services depends upon the nature and shall be scrutinized by the Finance Committee before final approval for undertaking the work
- The Principal shall accord permission for the work consideration of feasibility, potential conflicts of interest, competence and availability of the faculty member(s) and the use of institution resources.
- A formal agreement shall be executed between the Client Organization and the Department / Institution towards the nature of consultancy work and the financials involved
- Heads of Department shall open a separate Bank Account to operate the funds generated through Consultancy and ensure to maintain proper books of accounts in this regard
- In the event of any legal action/ dispute necessitating refund/payment of monies/fees by the client, the amount shared to the staff is recoverable.
- Periodic progress report of the consultancy work shall be submitted to the Principal through the concerned Head of the Department.

- Tax is applicable as per the government of India norms for the revenue generated through consultancy work.

Actions:

- Identifying the top 3 areas from current consultancy areas
- Mapping the identified consultancy areas to the research competence of the department/institution and aligning them to the faculty capabilities and expertise
- Creating an online footprint of department/institution consultancy portfolio
- Developing a short 'technical note' for each consultancy area based on research and experience of the faculty/staff consultants
- Preparing a report of relevant publications in journals and paper presentations in conferences and workshops of the faculty and staff in the consultancy area for providing documentary evidence of competence to the Client
- Preparing and executing Memoranda of Understanding, agreements and Contracts without legal obligations
- Promoting the department and institution for acquiring consultancy work from external agencies through branding and negotiations

Revenue sharing in consultancy:

The monies so collected shall be shared among the Institution, Department and Staff (both Teaching and Non-Teaching) as mentioned hereunder:

1. Teaching Staff : 50%
2. Non-Teaching staff in the Department *: 05%
3. Non- Teaching staff in the College office : 05%
4. College : 40%

Publications:

If the consultancy work results in a quality work and a Publication/press note/article can be made, then the publication must include the name(s) of the faculty and affiliation of the department / Institution besides an acknowledgement for the facilities utilized from the Institution in consultation with the client.

Intellectual property Rights (IPR):

The sharing of the benefits arising out of the IPR may be utilized between the Client Organization and the Institution where not in conflict with rights of third parties or any other commercialization plan.

Legal issues:

All legal issues shall be dealt with in the courts of Chittoor only

