

# **SATHYABAMA**

## **INSTITUTE OF SCIENCE AND TECHNOLOGY**

### **(DEEMED TO BE UNIVERSITY)**

## **CONSULTANCY POLICY**



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## **Institutional Consultancy Policy**

### **Introduction**

Sathyabama (Deemed to be University) is a prestigious institution which excels in the fields of Engineering, Science and Technology for more than three successful decades. It is established under Sec.3 of UGC Act, 1956 and is been Accredited with 'A' Grade by the National Accreditation and Assessment council. The Institution has a team of dynamic and outstanding faculty, innovative pedagogical practices, state of the art infrastructure and world class Research Facilities. Faculties from the institution have been rendering consultancy services to Industry, NGOs, Business units, Corporate and various sectors in both remunerative and non-remunerative manner. Consultancy is an effective way for higher education institutions to disseminate knowledge and make a direct impact on society. In this regard, Sathyabama Institute of Science and Technology is encouraging the faculty members to undertake consultancy projects in their areas of expertise. However, the balance between the consultancy and the traditional role of the staffs needs to be managed and interest of the institution must be protected. Hence, this consultancy policy document provides a framework for faculty and staff members to guide the process of consultancy and administrative requirements for the successful completion and documentation of the consultancy work.

### **Purpose**

This institutional consultancy policy is aimed to provide an incontrovertible framework for the Sathyabama Institute of Science and Technology - staff members (Teaching and Non-teaching) who are involved in, or wish to involve in, consultancy either by the institutional consultancy as "Service and/or complete service Consultancy" or in a personal capacity or in an individual capacity as "Advisory Consultancy".

### **Classes of Consultancy Services**

Consultancy Services may be categorized into three classes namely;

- 1. Advisory Consultancy** – Clients can make use of the institutional faculties as scientific advisors without the use of institutional infrastructure facilities/equipment's/consumables/materials.
- 2. Service Consultancy** – Consultancy can utilize the university equipment's alone without using the consumables and other materials.





**3. Complete Service Consultancy** – Consultancy can utilize university equipment's, infrastructure facilities, consumables and materials.

### **Terms and Conditions**

All research and non-research consultancies presented in this policy are governed by the following guidelines,

1. There should be demonstrable benefit to both institution and the PI from the consultancy through income/enhanced reputation, and/or expanding the expertise of the staff member.
2. The consultancy must not be in conflict with the policies, functions, objectives or interests of the institution or damage the institution's reputation.
3. All the consultancy projects operated at Sathyabama Institute of Science and Technology are required to include 5% overhead charges, due to utilization of the infrastructure facilities offered by the institution.
4. Approval of consultancy activity - permission must be obtained prior to carrying out all the consultancy works either during the regular working hours or not, whether university or personal. The decision concerning whether an individual faculty member is allowed to perform consultancy work is to be taken at the organization level. All proposals for consultancy services should be presented to the Vice Chancellor. The proposal should consist of,
  - a. Name of the organizations/individuals/start-up/entities/Companies/Industries seeking the consultancy services.
  - b. Nature of the consultancy work with classes of consultancy as mentioned above.
  - c. The institutional resources that would be used / needed by the client
  - d. The quantum of man power with hours per week involved in the consultancy work
  - e. Financial details of the work.

After a review, Vice chancellor will take the decision regarding the acceptance and rejection of the consultancy proposal.

5. While approving the consultancy services, the followings will be taken into account:



- a. Primary work of the staff member and the Department goal must not be affected.
- b. No staff member should partake in the consultancy work for more than 60 days (60 days in the academic calendar including holidays). Upon request, special permission will be given to staff members for extending their consultancy services at the institution.
- c. Annual income of the staff member from the consultancy work should not exceed his/her total emoluments for the six months in the academic year.

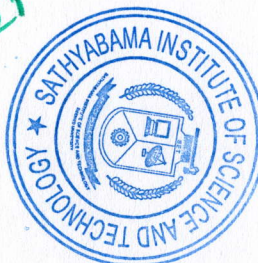
6. Cost of the Consultancy Projects:

The cost of consultancy projects will be worked out carefully based on the following considerations;

- a. Cost of the consultant's work time including the intellectual fee.
- b. Cost of the staff's work time in the project excluding the consultant.
- c. Travel allowance (TA) and daily allowance (DA) as per the compliance with the client (if needed).
- d. Cost of the chemicals, consumables, materials and equipment's.
- e. Cost of the equipment's and utilities used.
- f. Cost of the outside consultant's fee
- g. Stationary cost.
- h. Computer charges.
- i. Miscellaneous.
- j. Administrative charges (10% of point number b to i).

7. All the research projects sponsored by the government agencies such as DBT, DST, ICMR, DRDO, SERB, MoES and etc. do not entirely fall under the category of consultancy. Part of the research projects/analysis/experiments will be accepted as consultancy work and performed in the institution as per the guidelines presented in this document.

*Signature*  
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8. The payment associated with the consultancy work is to be divided between the staff members and the institution based on the category of the consultancy work carried out:

Category of Consultancy work	Consultancy fees to be paid to faculty/staff members and their team (if a team engaged in the consultancy work)	Institutional share
Advisory Consultancy	90%	10%
Service Consultancy	60%	40%
Complete Service Consultancy	60%	40%

9. The amount to be distributed to the staff members will be as per the recommendation of the principal consultant approved by the Vice-Chancellor of the institution.

10. Once the consultancy project work has been approved, contract signed and advance received, it becomes the duty of the principal consultant to ensure the satisfactory progress and completion of the work on time.

11. On completion of the consultancy project, a detailed report needs to be prepared (keeping in view of confidentiality clause of the project) and submitted to the VC office. An audited statement of accounts will also be submitted to the Institution.

12. In case of any ambiguity, the decision taken by the Vice-Chancellor will be final.

13. Publications arising from the consultancy work shall include the faculty affiliation and acknowledge the facilities used from the institution.

All institutional consultancies are required to be approved and managed in accordance with this policy. Sathyabama Institute of Science and Technology will review the institutional consultancy policy from time to time depending on the need and circumstances.



*[Signature]*  
22/9/21  
Vice Chancellor