



Manakula Vinayagar Institute of Technology
Kalitheerthal kuppam, Puducherry – 605 107
**(Approved by AICTE, New Delhi, and affiliated to
Pondicherry University)**

CONSULTANCY POLICY

Approved in the Governing body meeting held on **September 26, 2019**

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PREFACE

Manakula Vinayagar Institute of Technology has evolved its Consultancy Policy, with primary objective to involve the faculty members and students in Consultancy projects, which will help them, to enrich their knowledge application in solving real time problems, in the Industry. This policy has been framed to bring Cultural transformation among the teaching and learning community towards research.

The outcome of learning should support the stakeholders by identifying their needs / problems and providing better solutions to them. This Policy would enable the Institute's Internal Stakeholders (Faculty members and Students) to achieve recognitions and rights for their Intellectual Properties – i.e. Research inventions and innovations.

The policy is intended to provide additional support to the faculty members and students, who were involved in solving real-time problems of the Industry and Society at large.

CONSULTANCY POLICY

1. OBJECTIVE OF THE POLICY

- To establish a framework to support consultancy activities at Manakula Vinayagar Institute of Technology.

2. SCOPE OF THE POLICY

- The policy is applicable to the entire faculty and staff of Manakula Vinayagar Institute of Technology.

3. PRE CONSULTANCY SUPPORT AND GUIDELINES

- The faculty members involved in the consultancy service can avail on-duty leave for industry visit and formulation of *scope of the work*. While doing so the faculty or staff must ensure that the visit does not create a conflict of interest with the academic and other administrative role at the institute.
- The faculty members involved in the consultancy service can avail on-duty leave for industry visit and formulation of scope of the work. While doing so the faculty or staff must ensure that the visit does not create a conflict of interest with the academic and other administrative role at the institute.
- The services of 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. Such work by employees may be compensated by suitable honoraria and must be a part of the budget.
- Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Institute. Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Head of the Institute. In emergencies, prior intimation and subsequent sanction could be considered acceptable.
- The time spent on consultancy and related assignments shall be limited to the equivalent of 52 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.

- 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.
- 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 and must be a part of the budget.
- The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Institute.
- The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority, if required.

4. PUBLICATIONS AND PATENTS

- Publication arising from consultancy work shall include the faculty affiliation of the institute and acknowledge for the facilities used.
- Patents arising from consultancy work if applicable shall be jointly published on the name of the staff and the institute.

5. PROCESS FLOW

- The organization requiring consultancy services from faculty or the department shall write to the Principal with required details.
- The Principal on receiving the request from the industry/organization shall inform to the HOD concerned.
- The HOD shall nominate the faculty or a group of faculty having the required expertise for approval to the Principal.

- The consultancy work directly approached to specific faculty member with expertise also needs to seek permission from the Principal before starting the work.
- An MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved with consultancy work.
- The faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Principal through the Head of department.

6. POLICY FOR REVENUE SHARING IN CONSULTANCY

- Institute facilities and resources may be used for consultancy work and must be charged with consultancy amount.
- Revenue sharing between staff and institute shall be as given below, after deducting all actual expenses incurred in it.

S. No.	Particulars	Staff	Institute
1.	For testing/using the institute space and facilities	30%*	70%
2.	For providing solutions/expertise to problems faced by organization/industry by faculty member	75%	25%

* Distribution of funds among staff: Lead Faculty: 15%, Supporting Faculty: 8%, Lab assistant: 4%, Attenders / Driver: 3%.

Payment to be made to The Principal, Manakula Vinayagar Institute of Technology, Puducherry as per agreed upon aforesaid points. 100% advance payment should be made if the project is in one phase. If a project is broken into phases, then 100% advance payment should be made before the beginning of each phase. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by concerned faculty.



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