

## **FACULTY CONSULTANCY TASKS: GUIDELINES**

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A consultancy task is taken up when a client, generally, an industry or an institution approaches — IIIT-H with a specific problem for advice. There might be very little direct research produced by carrying out the task, however it is based on high end expertise of the faculty not easily available outside.

At this point two types of consultancy tasks are recognized: individual and institute-supported consultancy tasks.

### **A) Individual Consultancy Tasks**

These would typically be expert advice by the individual faculty to the sponsoring organizations. Nominal usage of institute resources like telephone, Internet etc, is allowed.

- Availing of external assistance and subcontracting are permitted.
- One in seven day week is allowed for consultancy.
- Any know-how developed as a part of the consultancy assignment might be the property of the client, depending on the agreement. An IPR generated, can be taken jointly with the client.
- Wherever necessary, a Memorandum of Understanding can be signed between the Institute and the client in which the terms and conditions for the award and execution of the task can be explicitly stated. The institute will neither be liable for the terms & conditions of the agreement nor will the institute give any Bank guarantee or Indemnity Bond for the money received from the clients.
- 85% of the consultancy charges are given to the faculty. There is a cap of 2 times the gross salary/annum for the total income from all consultancy tasks.

Some examples of such types of consultancy tasks are: technical evaluation of projects from government agencies, member of a government initiated committees, from industry, academic institutions, etc.

### **B) Institute-Supported Consultancy Tasks**

These are consultancy assignments carried out at the institute mainly utilizing the. existing facilities, knowledge or expertise of the consultant(s). Such tasks are not the norm but an exception, and are to be approved on a case to case basis, weighted against the social need and novelty of the area/project. All such projects should be submitted to an evaluation committee for discussion and are approved in only those areas where there is little or no expertise or industrial capacity available

in the country.

The following are the applicable features of the specified types of consultancy.

- Facilities of the Institute can be utilized for the assignments. Budget provisions must be given in the task proposal towards charges for using such facilities. There will be a 25% overhead upfront to cover any indirect costs.
- Purchase of materials and employment of staff specifically for the task and travel under the assignment are permitted.
- Availing of external assistance and subcontracting are permitted.
- Students and others can be employed on a part- time or full-time basis with remuneration as per norms & type of work.
- Wherever necessary, a Memorandum of Understanding can be signed between the Institute and the client in which the terms and conditions for the award and execution of the task can be explicitly stated. The institute will neither be liable for the terms & conditions of the agreement nor will the institute give any Bank guarantee or Indemnity Bond for the money received from the clients.
- A task that requires more than 1 day a week of effort from the faculty has to be mentioned in the initial proposal to the committee and approved.
- Faculty members can draw additional remuneration upto 20% of the cost of the task, which should be part of the approved budget.
- There is a cap of 2 times the gross salary/annum for the total income from all consultancy tasks.
- The institute should have a non-exclusive rights to any IPR generated to be used for research purposes.

Some examples of tasks that fall under this criterion are: tasks from government, industry or academic institutions in niche areas that IIIT-H is one of the few where such expertise exists, like spatial informatics, bio-robotics, green buildings, earthquake engineering, etc.