



K.S.RANGASAMY COLLEGE OF TECHNOLOGY
(Autonomous)

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CONSULTANCY POLICY

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Introduction

K.S.Rangasamy College of Technology is committed to promote knowledge and technology transfer through external associations which might yield long-term technical, economic and social impacts. The associations with Industry / external agencies help in establishing pathways for mutual flow of knowledge and expertise which contribute to the development of productive relationships with stakeholders. Any form of activity under such associations may be considered as "consultancy work / activity". This document outlines the principles and information related to consultancy work in accordance with the institution's approved procedure that should be considered while undertaking consultancy work with any industry/external agency.

Objectives

Objectives of the Consultancy policy have a focus on addressing needs and challenges of industry, government or private agencies, institutions and research organizations and making the skills/expertise and facilities available to all stakeholders. It includes

- i) Development of core group of faculty members with expertise in current and emerging fields
- ii) Effective utilization of existing facilities and to establish new facilities
- iii) Establishment of productive relationships with industry and other external agencies
- iv) Enabling faculty members and students to translate the knowledge and research into new products/applications
- v) Generating additional revenue to support research activities of the Institute

Scope

Consultancy policy applies to all teaching and non-teaching staff of the institute who shall be undertaking consultancy work.

Consultancy activities

Consultancy is recognized as enterprise and engagement activity carried out for institute's outside environment with or without financial benefit.

Broadly, the following types are considered.

Research Consultancy

The external agency utilizes the research skills of faculty member(s) and facilities of the institute on payment. Research-based products are expected as deliverables and the products are owned by the funding organization. However, the outcomes may be published subject to prior agreement made in this regard

Non-Research Consultancy

The outside organization/ third party utilizes the specific skills of faculty member(s) and facilities of the institute to solve a specific problem or to deliver services of faculty member(s) for a specific need. The results/outcomes are owned by the funding agency/third party and dissemination of results/outcomes through publication is not permitted.

Industry / external agency can contact the institute to solve various engineering / technological problems, through a faculty member or a group of faculty members who could help them. Or, the Faculty Members of various Departments can visit/approach the industries to seek consultancy assignments based on the problems encountered in the manufacturing or services or both. Possible Consultancy assignments may include

- Analytical studies
- Calibration of Equipment and Instruments
- Cause-and -Remedy Studies
- Simulation / Modeling / Optimization
- Design of Systems / Components / Processes
- Development of Industrial Products / Systems
- Development of Systems Software / Application Software for Offline / Online Applications / Mobile application / Web development
- Development of Laboratories of Manufacturing and Quality Control
- Human Resource Development Programs / Corporate training
- Testing of Industrial Products/Samples
- Preparation of Designs / Drawings / Layout

- Validation / Approval of Designs/Drawings
- Energy Audit / Lead Audit
- Processing / Testing of Samples
- Student Online Verification
- Any other activities that possible using the facilities available with the institute

Other professional activities carried out by the faculty members shall be treated as normal activity. These activities shall include:

- Examination related duties performed outside in connection with parent university or other universities
- Editorial board member/Reviewer for peer-reviewed journals
- Participation or presentations in academic conferences/seminars
- Book/Book chapter publication and royalty obtained
- Guest lectures / Corporate training
- Advisory Roles in the Board
- Participation in professional body/society/chapter activities
- Public service through NGO/other charitable bodies

In general, faculty members may carry out knowledge consultancy, technical consultancy, training and internship.

Responsibilities of the members

- All teaching and non – teaching members of the institute are permitted to carry out consultancy works provided such activity does not interfere with regular academic related works.
- It is responsibility of members to ensure that the activity carried out be ethical and involves no conflict of interest.
- The members are responsible for obtaining prior approval to carry out the potential consultancy work and to sign MoU, if applicable.
- The members undertaking the consultancy work are entirely responsible for timely completion of the work and for delivering the outcomes as per the agreement. The members shall ensure that all documents i.e. progress

reports/completion reports, copies of communication, financial statements and other related documents are produced to institute authorities and concerned funding agencies as and when required

- The members undertaking the consultancy work shall ensure that payments towards the consultancy work are received as per agreement and in time.

Approval and Costing

The proposal to carry out consultancy work shall be submitted to the Head of the institution along with agreement/MoU copy (if applicable). The proposal must include the details on nature of work, required facilities and manpower, duration of the work, sponsoring agency and costing. Appropriate cost to carry out the work shall be worked out by the member proposing the work. All the relevant factors i.e. Man hours, facilities/resources to be utilized, travelling, outsourcing, consumables, overhead charges and taxes are to be taken in account while arriving at the total cost.

Entitlements

The income sharing model shall be considered in three categories

(i) Individual/Team Consultancy Work without using institute resources

20% for KSRCT & 80% for Coordinator/ team members

(ii) Individual/Team Consultancy Work using KSRCT resources

60% for KSRCT & 40% for Coordinator/ team members

(iii) Sample/Specimen Testing using KSRCT resources

80% for KSRCT & 20%* for Concerned faculty & staff

* 15% - Concerned faculty & 5% - Lab Technician

All payments for consultancy shall be routed through institute only. This means, that whenever payments are done, they should come in the name of the institute, electronically into the designated bank account and institute will then do the needful for complying with statutory laws and then give the share to the faculty/staff as the case may be. No individual faculty member shall receive any compensation either cash or in kind directly.

In addition to the remuneration as mentioned above, the members carrying out consultancy work are permitted to avail on-duty leaves (Subject to approval by the Head of the institution) to visit outstations in connection with consultancy work. However, such visits shall not affect the regular academic activities of the members under any circumstances.

Intellectual Property Rights/ Copyrights

All the intellectual property/copyrights resulting from consultancy work of any form shall be governed by KSRCT-IPR policy.

Publications

Publication arising from consultancy work shall include the faculty affiliation of the institute and acknowledge for the facilities used.

Conflict of Interest

The consultancy work carried out by any member should not conflict with

- Employment of the coordinator and the team members
- Interests of the coordinator and the team
- Institute rules and regulations
- Legislations

In case of any such conflicts, the same shall be reported to the Head of the institution by the coordinator