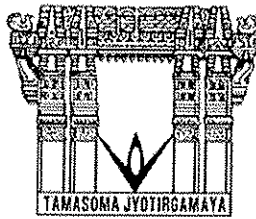


**VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI
INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**Consultancy Policy
(Revised Version)
Dated: 20-10-2017**



**VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI
INSTITUTE OF ENGINEERING AND TECHNOLOGY**

An Autonomous Institute, NAAC Accredited with 'A' Grade
NBA Accredited for CE, EEE, ME, ECE, CSE, EIE, IT B.Tech Courses

Approved by AICTE, New Delhi, Affiliated to JNTUH

Recognized as "College with Potential for Excellence" by UGC

Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O), Hyderabad – 500 090, TS, India.

Telephone No: 040-2304 2758/59/60, Fax: 040-23042761

E-mail: postbox@vnrvjiet.ac.in, Website: www.vnrvjiet.ac.in

Reference Documents:

- i) Research and Consultancy Policy- v1 dated 01-12-2012

Consultancy Policy (Revised Version- v2)

Prepared By:



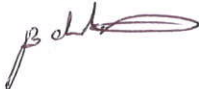
(Dr. G. Ramesh Chandra)
Head- RCC

Checked By:



(Dr. K. Neelaveni)
Associate Professor- H&S

Verified By:



(Dr. B. Chenna Kesava Rao)
Director - Advancement

Approved By:



(Dr. C. D. Naidu)
Principal

CONTENTS

| | |
|---|---|
| 1. Introduction | 4 |
| 2. Consultancy Policy | 6 |
| 2.1. Scope of Consultancy Services Offered | 6 |
| 2.2. Conflict of Interest | 6 |
| 2.3. Consultancy Rules. | 7 |
| 2.3.1. General Rules. | 7 |
| 2.3.2. Travel Related Rules. | 7 |
| 2.3.3. Consultancy Project Execution Related Rules. | 7 |
| 2.4. Project Category | 8 |
| 2.5. Sharing of consultancy fees | 8 |

1. Introduction

VIGNANA JYOTHI SOCIETY was established in the year 1990 as a non-profit organization, which is funded by educationalists, industrialists, businessmen and individuals. Education determines a society's growth and development. Therefore VIGNANA JYOTHI decided to make utmost contribution to the society through Education. The members, being eminent personalities and philanthropists, who have been successful in their endeavours, set out with a common desire to serve the community through value based education. Vallurupalli Nageswara Rao Vignana Jyothi Institute of Engineering and Technology was established by the Vignana Jyothi Society as a non-profit organization in the year 1995-96.

The Philosophy of Vignana Jyothi unravels education as a process of "Presenting" that provides, both individually and collectively, to one's deepest capacity to sense and experience the knowledge and activities to shape the future. Based on a synthesis of direct experience, leading edge thinking and ancient wisdom, it taps into 'deeper levels of LEARNING for discovering new possibilities'.

Today, with this philosophy, Vignana Jyothi has created an edifice that is strong in its foundations, which can only rise higher and higher. Quality and integrity is the essence for achieving EXCELLENCE at Vignana Jyothi Institutions. This and quest for EXCELLENCE reflects in the vision and mission. Their passion reflects in the enterprise of education.

VNRVJIET being a premier Institute declared as the College with Potential for Excellence contributes in all dimensions of education namely Teaching, Research and Extension. The Institute embarks on such activities which lead to creation of new knowledge and/or the use of existing knowledge in a unique, novel and creative way, so that new concepts, methodologies and understandings are generated. The institute undertakes also such activities which widen the horizon of knowledge including the knowledge of humanity, culture and society, with a view to make use of the knowledge to devise applications.

With this aim, VNR VJIET established a Research and Consultancy Centre (RCC), in the year 2006 for Research and Development in Multidisciplinary Engineering and Sciences. The RCC will enable the faculty and students to pursue research and participate in knowledge construction and knowledge sharing. The RCC also focuses on consultancy works. In this endeavor, this document states the Consultancy policy so that individuals involved in research activities will abide by certain rules and regulations pertinent to consultancy.

VNR VJIET Consultancy policy includes all the diverse disciplines of engineering and basic sciences. The Institute encourages its researchers to involve and collaborate with a wide range of

national, international and industrial research and National CSIR Laboratories. VNR VJIET has created unique opportunities for conducting and supporting Research in Cross-Domain & multi-disciplinary areas.

The following are the objectives of Research and Consultancy Centre (RCC):

1. Provide strategic support for research across this institute for acquisition of new knowledge.
2. Create specialized product development and testing laboratories with leading edge technologies.
3. Work skillfully on the leading edge technologies to conceive and develop innovative products and services beneficial to the Society.
4. Facilitate consultation & testing services utilizing the intellectual capabilities of the faculty. This is possible because of the institute's excellent physical infrastructure.
5. Provide exposure and participation of faculty & students in research activities in the institute enable them to teach & learn from a higher platform.

The Institute has initiated the concept of In-house research funding to faculty. This is to encourage the faculty to actively involve in research and consultancy work beside their regular academic activities.

Vision

To be acclaimed as a Global Research Center in Technological Innovations and Collaborate with reputed Industries to serve the Society.

Mission

1. To develop products to Industrial Standards and Military grade standards.
2. Generate Enthusiasm among Students and Faculty and encourage them to translate their creative ideas into useful industrial products.
3. Provide consultancy to young entrepreneurs and small industries to generate funds for the institute.
4. Bridge the gap between Industry & Institute.
5. To provide exposure to latest developments and create a spectrum of contemporary technologies for students.

2. Consultancy Policy

2.1 Scope of Consultancy Services Offered

- a) The RCC may provide consultancy services to Industries, Service Sector, Govt. Depts., and other National and International agencies in the areas of expertise available in the institute.
- b) The services so offered shall abide by the code of ethics in Consultancy services.
- c) A spectrum of services may be offered under consultancy services. These include Feasibility Studies, Technology assessments, Assessment of Designs and /or Current manufacturing Process, Material, Energy Environment and Manpower Audits, Product Design, Process Development, Software Development, General trouble Shooting, and Retrofitting exercises. Not only these, efforts can be made for transfer of Key Skills and Expertise to select groups in specific organizations.
- d) Services that can be offered are Texting and Evaluation services in select areas. Routine testing services may be offered to certain Government and related agencies to a limited extent.
- e) In areas where facilities are available, Standardization and Calibration services may be offered. These services are usually backed by periodic Calibration/ Standardization of laboratory equipment used for such purposes.
- f) Complex jobs that are characterized by certain inherent constraints shall not be taken up, irrespective of the availability of expertise.
- g) All consultancy related jobs need to be structured and executed with the spirit of promoting Institute Industry Interactions, improving excellence in teaching and research and to promote the placement of the students (both M.Tech. and B.Tech.)

2.2 Conflict of Interest

The Consultants need to disclose the following to the Dean, R&D.

- i) Any relationship between the consultant and the client funding the consultancy project or any other vendor to whom payments are made from the consultancy project funds, by involvement of immediate relatives.
- ii) The Dean, (R&D) will review cases that have potential for disproportionate self-gains with the advice of a committee and shall ensure that no actual conflict of interest exists and that such an involvement by the consultant has no adverse effects on the consultant's objectivity, integrity or commitment to the profession. The consultant may not use the Institute name or the fact that they are affiliated to the institute in a manner that
 - a) suggests the Institute's approval or disapproval of a product or service provided by a non-profit or governmental entity
 - b) suggests a falsified report of the Institute or misleadingly state the results of the Institute
 - c) gives scope for interpretation to communicate the official position of the institute on any issue of public interest.

2.3 Consultancy Rules

2.3.1 General Rules

Consultancy work taken up by consultants is subject to the following conditions:

2.3.1.1 The time spent on consultancy and related assignments shall be limited to an equivalent of fifty two working days in a year, preferably at least one working day per week. In addition, consultants may be permitted to utilize one-working day per week on an average.

2.3.1.2 Consultancy assignments may be accepted and implemented within the constraints indicated, provided they do not cause any undesirable impact on the on-going academic, research activities. Further, such assignments must be carefully scheduled in the light of on-going commitments. If required, the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

2.3.1.3 The services of permanent faculty 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.

2.3.1.4 Students who are willing to work on consultancy projects may be permitted according to the institute norms provided it does not hamper their academic commitments and performances. Such consultancy work by students may be compensated by suitable honoraria.

2.3.2 Travel Related Rules

2.3.2.1 Travel on consultancy work will be undertaken with the consent of the Head of the Department. In case of Heads of departments, intimation may be sent to the Principal.

2.3.2.2 Consultancy Assignments that require outstation travel must be approved by the Head of the Department or the Principal. Such approvals need to be obtained two working days ahead of the travelling schedule. In exceptional cases, prior intimation to the head and subsequent sanction is acceptable.

2.3.3 Consultancy Project Execution related Rules

Usually, Consultancy projects are taken up on request from the Industry or by discussion between the industry and the consultants.

2.3.3.1 When the institute receives an enquiry directly, the work is assigned to specific consultant or a group of consultants by the Dean.

2.3.3.2 In case a client prefers the services of a particular consultant, the identified person is assigned the job provided he/she fulfils the requirements.

2.3.3.3 All acceptance letters are directed to the Dean-R&D.

2.3.3.4 Consultancy Proposals prepared in response to a client's request require the approval of the Dean-R&D who will examine the scope of work and cost estimates.

2.3.3.5 In emergencies a consultant is permitted to accept an assignment with intimation to the Dean-R&D, and then seek approval.

2.3.3.6 Once the charges of consultancy are finalized they are not negotiable. However, if the scope is altered, a fresh estimate may be considered.

2.3.3.7 Preliminary Diagnostic Discussions/ site visits leading to the generation of consultancy proposals may be charged a minimum amount at Rs. 5000/- per day, or part thereof, in addition to

travel and incidental expenses as applicable. The consultant may absorb such charges for potentially large projects, into the final project cost.

2.3.3.8 The consultant should be aware of the potential for generation of Intellectual Property during the execution of Projects.

2.3.3.9: The services of external consultants (especially retired Faculty/Research Scientists/ Research Engineers) may be utilized to a limited extent in order to provide comprehensive services to clients. Such external consultants will be entitled to a lump sum consultant fees which may be fixed after taking into account the essential expenditure directly related to the assignment. Normal deductions by way of Institutional charges, and mandatory taxes will, however be made. The consultant fee payable to External Consultants may not, normally, exceed 40% of the total project cost.

2.4: Project category

Consultancy and related services offered are divided into two categories:

Category I: Testing Projects:- This type of project is Infrastructure intensive and will be based on extensive usage of the institute infrastructure.

Category II: Expert Advice and Development Projects:- This type of project is Expertise intensive and based on the expertise of the Consultant.

2.5 : Sharing of consultancy fees

The consultancy fees received from the Industry/any other organization can be shared as follows:

| Category | Activity | Remuneration/Reward |
|-----------------|---|--|
| I | Consultancy and Technical Services involving use of Institution's Infrastructure facility | 70% to Consulting Faculty 20% to Institute 10% to Welfare Fund |
| II | Consultancy/ Lab Services without use of Institution's Infrastructure facility | 80% to Consulting Faculty 15% to Institute 5% to Welfare Fund |

References:

- 1) IIT Indore Consultancy Policy.
([http://www.iiti.ac.in/docs/downloads/Administration/Industrial%20Research%20and%20Co
nsultancy%20%20Rules%20IIT%20Indore.pdf](http://www.iiti.ac.in/docs/downloads/Administration/Industrial%20Research%20and%20Co%20nsultancy%20%20Rules%20IIT%20Indore.pdf))