



PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY (PRIST)

Declared as DEEMED-TO-BE-UNIVERSITY
U/s 3 of UGC Act, 1956

CONSULTANCY POLICY

1. PREAMBLE

The objective of the consultancy policy is to leverage the strength of the institution's knowledge base and infrastructure to provide assistance to the perspective clients through suitable procedural set-up. Accordingly, the consultancy policy earmarks the valuation of the technological and infrastructural resource base, equitable and optimistic disbursement of the wealth generated thereof as well as enhance commitment in providing solution to the need of institution's stakeholders.

Aided by the standardized consultancy policy measures as outlined in the succeeding paragraphs, PRIST is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organizations while providing intellectual and financial mileage to the deserving researchers and academicians.

2. THE POLICY

All Research and Non-research consultancies dealt with by PRIST DU as described in this Policy are governed by the following guiding principles:

- (a) Evidence for demonstrable benefit to the institution from the consultancy through income, enhanced reputation, and/or expanding the expertise of the faculty.
- (b) The Consultancy must not conflict with the institution's policies including those governing employment, such as the Code of Conduct Policy.
- (c) The Consultancy must not conflict with the functions, objectives or interests of the institution or result in damage to the institution's reputation.
- (d) At a minimum, the salary and on-cost charges set by the institution must be applied to all project budgets. All Consultancies are required to include overheads.


REGISTRAR,

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THANJAVUR - 613 403, TAMIL NADU



(Dr. A. Don/
Director)

(e) Faculty shall not undertake external research activities where no formal agreement has been authorized by the institution unless they are on leave without pay, approved by the management. Such faculty may not use their PRIST DU affiliation or academic title when providing research services that are not approved by the institution.

2.1. Institution Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

2.2. Institution Non-research Consultancy

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys and the provision of professional services such as designing, legal and medical advice undertaken by members of faculty and staff.

2.3. Private Consultancy

In Principle, a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by Director-Research and Development Cell (RDC) and the Registrar. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties or obligations to the institution.

None of the benefits set out for Institution Consultancy are available to faculty and staff undertaking a Private Consultancy.

It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the institution who is carrying out the work, and that the institution has no responsibility or liability whatsoever in the matter. A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position.
- (b) The use of institution trademarks such as letterheads, brands etc. or Institution intellectual property is strictly prohibited in Private Consultancies.


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- (c) No institution facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy
- (d) The Private Consultancy is not within an area in which the institution might be contracting to provide a service on a commercial basis, possibly utilizing the skills of the staff member involved.
- (e) PRIST DU is not bound by any agreement (written or otherwise) relating to the Private Consultancy.
- (f) The staff member agrees to indemnify PRIST DU and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and
- (g) The staff member declares any real or potential conflict of interest to their manager.

3. STAFF ENTITLEMENTS

The institution allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not interfere with the discharge of their duties. Consultancies shall be undertaken only with the approval of the designated Director (RDC). No limit is placed on earnings. However, there is a limit on the time spent on Consultancy.

3.1. Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval by the Dean concerned. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

3.2. Deans must obtain written permission from the Vice-Chancellor to undertake Consultancies.

3.3. Benefits of Institution Consultancy

The institution provides the following benefits to staff undertaking Institution Research or Non-research Consultancies:

- (a) Protection under the institution's professional indemnity and public liability insurances, subject to the terms, conditions and exclusions within those policies.

- (b) The faculty or staff member will be protected under the terms of the current Insurance Policy held by the institution in the event of a claim against the faculty or staff member undertaking the Consultancy or Grant (provided that the claim is not because of fraudulent, dishonest, criminal, willful or malicious acts by the staff member).
- (c) Access to the institution's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.
- (d) Access to the institution's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Faculty or Office.
- (e) Entitlements to use the institution's name and reputation, providing it is not brought into disrepute of any kind.
- (f) Ability to refer to their institution position and title in connection with the work.

The institution does not extend these benefits to Private Consultancies. Any Consultancy conducted by a faculty or staff member that accesses any of these benefits while undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

3.4. All Consultancies are required to include overheads.

3.5. The revenue generated from the consultancy project is shared by the members and the institution in an 80:20 ratio after deducting the overheads and all other expenses met by the institution.

3.6 If more than one member takes up the consultancy project the 80% amount shall be shared equally.

4. APPROVAL

All Institution approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other institution policies. Applications to conduct Consultancy are required to be approved through proper channel.

4.1. Exemptions and Variations

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy Application coversheet and approved by the relevant institution Officer.

4.2. Transfers in from Other Institutions

In cases where a Research or Non-research Consultancy or grant is transferred to the institution from another research organization, the overhead will not be taken from the funds where the awarded budget did not include an overhead component.

In cases where a grant is being transferred to PRIST from another research organization and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the institution.

5. CONFLICT OF INTEREST

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived, must be reported to the relevant institution Officer for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the institution's interests or the interests of other employees or students.


An example of a potential conflict of interest includes, but is not limited to:

- financial or non-financial interests.
- teaching or course work for another institution.
- work performed for a supplier of goods or services to the Institution; or
- work undertaken with an organization to which the Institution supplies goods or services.

5.1. Consultancies with Other Tertiary Institutions

Full-time members of the institution staff should not accept regular Consultancies with other institutions without prior permission of the management.


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