

CONSULTANCY POLICY

1. Introduction

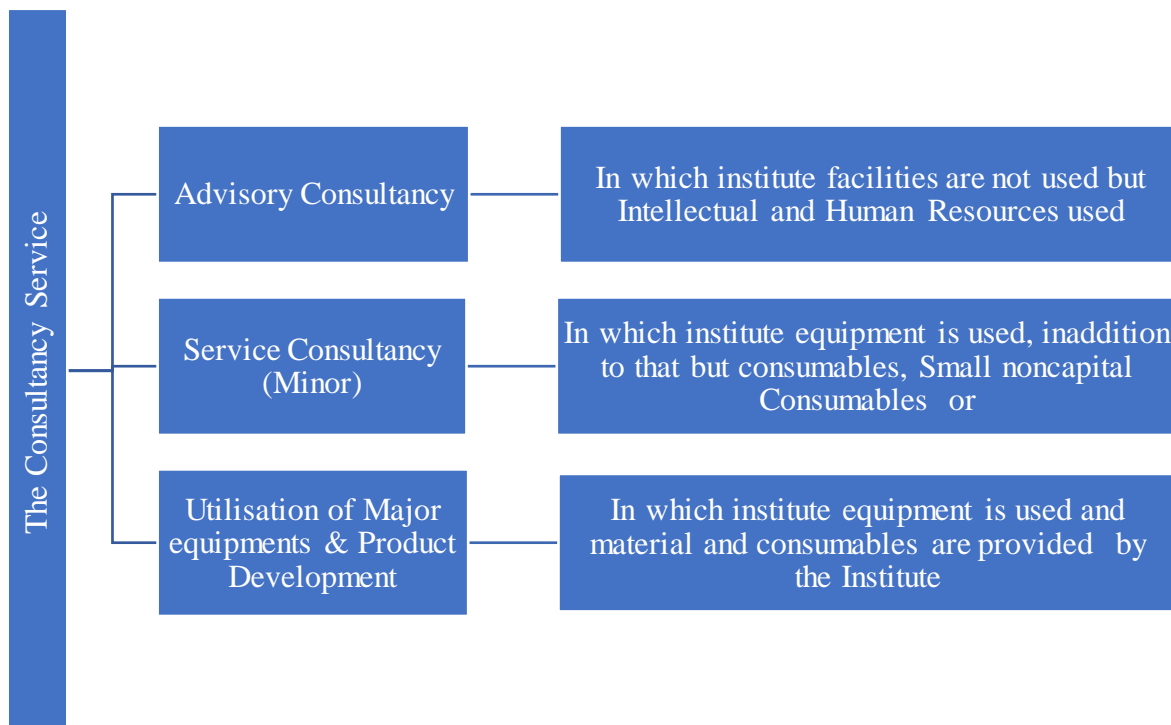
Consultancy at K.S. Rangasamy College of Technology is viewed as a vital activity for the exchange of knowledge and expertise, contributing significantly to the growth and development of society and the nation. It plays a crucial role in fostering technological, industrial, and economic developments, and acts as an effective tool for societal changes and economic transformations.

2. Purpose

This policy aims to provide a clear framework for faculty and staff members wishing to engage in consultancy work, ensuring a balance between consultancy activities and the traditional roles of staff members, while protecting the interests of the institution.

3. Categories of Consultancy and disbursal

1. **Advisory Consultancy:** Involves projects where the Institution's resources are not utilized. **The consultant retains 80% of the income, while 20% goes to the Institution.**



2. **Service Consultancy (using minor institute resources):** Involves projects that utilize minor resources of the Institution, like equipment without consumables. **The income split is 75% for the consultant and 25% for the Institution.**

3. **Service Consultancy (using major Institution resources):** Entails projects that use significant Institution resources, including equipment, infrastructure, and consumables. Here, **the consultant gets 65% of the income, and 35% accrues to the Institution.**
4. If any Organisation would like to develop a equipment means, **the consultant will get 25% and 75% sharing to the Institute.**
5. If any of the consultancy is brought by the student means, **the consultant team will get 100% income and Nil% sharing to the institute.** This is to inculcate the Problem-solving approach to the student community

4. Terms and Conditions

- Consultants must submit proposals through appropriate channels and inform the Institutional consultancy coordinator, head of department and the principal before accepting any consultancy service
- The consultancy activity's duration should not exceed three years and must not interfere with primary teaching and administrative duties
- Any conflict of interest must be reported immediately
- The consultancy income will be taxable as per government rules

5. Financial Aspects

- The consultancy project costing includes consultant fees, personnel charges, operational expenses, and overhead charges
- Consultant Fees (CF) are limited to the agreed percentage of the project cost, depending on the category of consultancy
- The disbursement of Consultant Fees and charges for personnel engaged in Technical Services will entail a deduction of the institute share

6. Intellectual Property

- Earnings from technology transfer, revenue sharing, and royalties will be governed by the Intellectual Property Policy of K.S. Rangasamy Institution of Technology

7. Targets

- Departmental Target: ₹3.5 lakhs/year
- Faculty Target Per Year:
 - Professor: ₹30000/ year
 - Associate Professor: ₹25000 / year
 - Assistant Professor: ₹20000/ year

8. Exceptions and Amendments

- The policy is subject to amendments as deemed necessary by the principal or relevant authorities
- In exceptional cases not covered by the rules, consultancy may be undertaken with prior approval of the principal

9. Documentation and Forms for Consultancy

To streamline the consultancy process and maintain transparency and accountability, the following forms and documentation are required:

- a) **Consultancy Proposal Form:** This form should include detailed information about the consultancy project, including objectives, scope, duration, and expected outcomes. It must be submitted for initial approval.
- b) **Client Agreement Form:** A document outlining the agreement between the consultant (faculty/staff member) and the client. This should specify the consultancy charges, timelines, deliverables, and terms and conditions of the service.
- c) **Resource Utilization Form:** If Institution resources are to be used, this form should detail the nature and extent of resources required, ensuring that there is no disruption to regular Institution activities.
- d) **Income and Expense Report and Utilisation Certificate:** Post-completion of the consultancy project, a detailed financial report must be submitted, outlining the income generated and expenses incurred.
- e) **Completion Report:** A summary of the consultancy project upon completion, highlighting achievements, challenges, and any follow-up actions required.
- f) **Intellectual Property Declaration:** In cases where IP is created, a form declaring the nature of the IP, ownership details, and potential commercialization aspects.

10. Monitoring and Evaluation

The performance of consultancy activities will be monitored and evaluated monthly to ensure compliance with this policy and to assess the impact on the Institution's research and teaching activities.

SD/-
Principal

All Kind of Consultancy Payment will be made to:

Account No. : 0751301000264891
Account Name : KSRCT Principal Common Account
IFSC Code : DBSS0IN0751
Bank Name : DBS Bank
Branch Name : Thokkavadi