



K.S. RANGASAMY COLLEGE OF TECHNOLOGY
(Autonomous)

Tiruchengode – 637 215, Namakkal, Tamil Nadu

Consultancy Manual
(Version 2.0)

Prepared by

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Consultancy Manual

With effect from 05.04.2024

Prepared by

Dr. Bharani Murugesan

Dr.R.Gopalakrishnan

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1. CONSULTANCY POLICY

1. Introduction

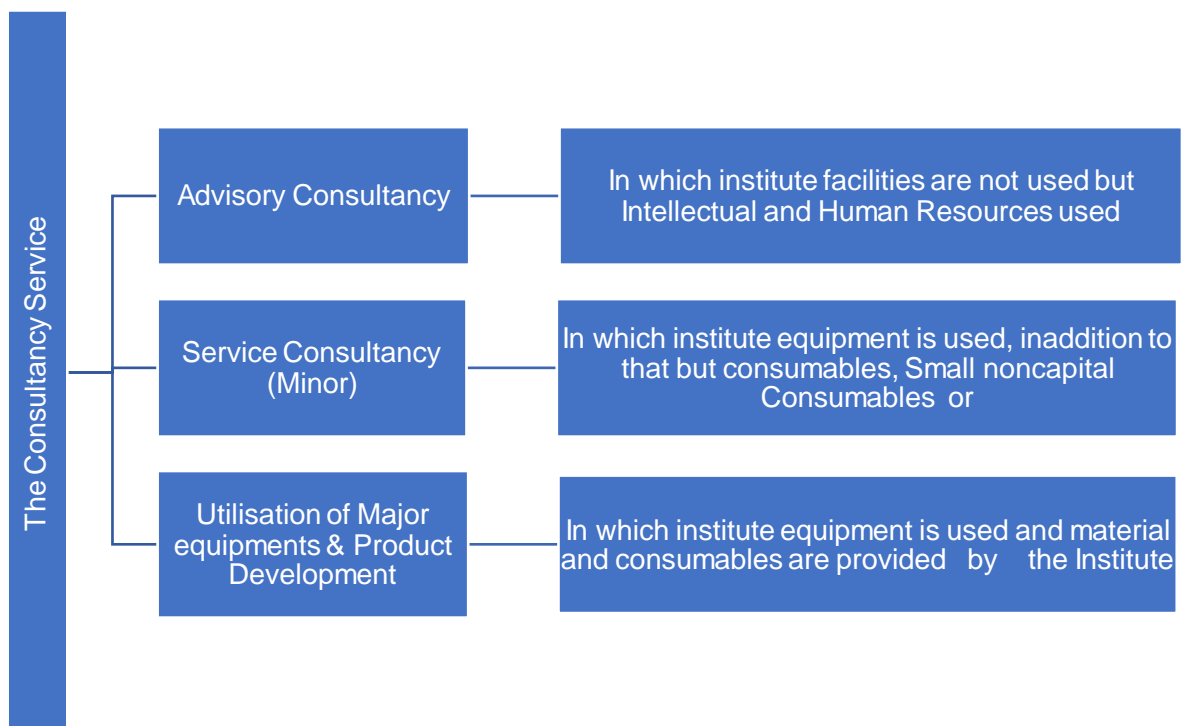
Consultancy at K.S. Rangasamy College of Technology is viewed as a vital activity for the exchange of knowledge and expertise, contributing significantly to the growth and development of society and the nation. It plays a crucial role in fostering technological, industrial, and economic developments,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

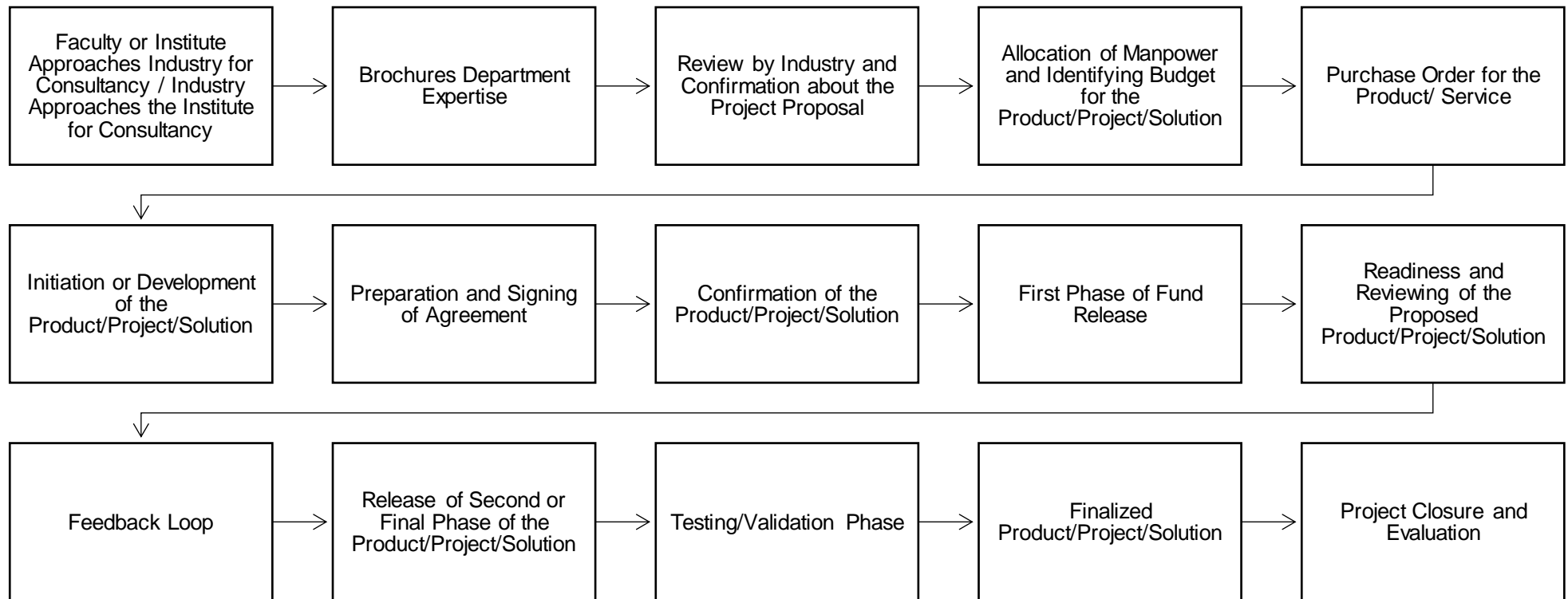
The performance of consultancy activities will be monitored and evaluated monthly to ensure compliance with this policy and to assess the impact on the Institution's research and teaching activities.

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

2. CONSULTANCY FLOW CHART



3. CONSULTANCY PROPOSAL FORM

Project Title:	
Consultant(s) Name and Contact Information:	
Department:	
Client Name & Details (Include contact person and contact information):	
Project Duration (Start Date - End Date):	
Objectives & Scope	Attach as Annexure in Separate sheets
a) Objective(s):	
b) Scope:	
c) Expected Outcomes and Impact:	

Resource Requirements (List all resources including college facilities, equipment, etc., and their estimated usage duration):	Resource 1:
	Resource 2:
	Add 'n' of Resources
Estimated Budget (Provide a detailed budget including consultancy fees, travel expenses, resource costs, etc.):	
Potential Conflicts of Interest (Describe any potential conflicts and how they will be managed):	
Consultant(s) Signature:	_____ Date:

Attach necessary supporting documents as Annexure in Separate sheets.

For Office Use Only:

Recommended

Dept. Consultancy Coordinator

HoD - Department

Comments: _____

Date: _____

Consultancy Coordinator (Institution)

Date: _____

Principal

4. CLIENT AGREEMENT FORM

Consultant(s) Name and Department:	
Client Name & Details:	
Consultancy Service Description:	
Duration of Consultancy (Start Date - End Date):	
Terms of Payment (Include payment schedule, method, and any advance payment details):	
Deliverables and Timelines:	Deliverable 1:
	Deliverable 2:
Confidentiality Clause (If applicable, describe the confidentiality terms): Attach necessary documents	
Termination and Dispute Resolution Clauses (Include conditions for termination and methods for resolving disputes):	

Attach necessary supporting documents as Annexure in Separate sheets

Consultant(s) Signature

Client Signature

HoD – Department

Consultancy Coordinator (Institution)

Principal

5. RESOURCE UTILIZATION FORM

Consultant(s) Name and Department:	
Project Title:	
Resources Required (Detail each resource required, purpose, and duration of use):	Equipment:
	Facilities:
Other Resources:	
Justification for Resource Utilization (Explain why these resources are necessary for the consultancy project):	Attach as Annexure in Separate sheets

Attach necessary supporting documents as Annexure in Separate sheets

Recommended / Not Recommended

Consultant(s) Signature

Dept. Consultancy Coordinator

HoD – Department

Approved

Consultancy Coordinator (Institution)

Principal

6. PAYMENT DETAILS

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

7. COMPLETION REPORT

Consultant(s) Name and Department	
Project Title	
Project Duration (Start Date - End Date)	
Summary of Achievements (Detail the outcomes and any significant achievements of the consultancy project)	
Challenges Encountered (Describe any significant challenges faced and how they were addressed)	
Follow-up Actions (Detail any required follow-up actions or future work related to the project):	

Attach necessary supporting documents as Annexure in Separate sheets

Consultant(s)

Dept. Coordinator

HoD-Department

Consultancy Coordinator (Institution)

Principal

Date:

8. INCOME AND EXPENDITURE REPORT

Consultant(s) Name and Department	
Project Title	
Total Income Generated (Include all sources of income from the project) (A)	
Detailed Expenses Incurred (Provide an itemized list of all expenses related to the project) (B)	
	Expense 1:
	Expense 2:
Net Income (Total income minus total expenses) (C)	C = A-B

* wherever necessary attach annexures

Attach necessary supporting documents as Annexure in Separate sheets

UC must be prepared and submitted

Consultant(s) Signature

Dept Coordinator

HoD-Department

Consultancy Coordinator (Institution)

Principal

Date:

9. INTELLECTUAL PROPERTY RIGHTS DECLARATION

Consultant(s) Name and Department:	
Project Title:	
Description of Intellectual Property (IP) Created:	
Potential Commercialization Aspects (Detail the potential commercial uses of the IP):	
Ownership Details of IP (Outline the ownership arrangement of the created IP):	

Attach necessary supporting documents as Annexure in Separate sheets

Consultant(s)

Dept. Coordinator

HoD-Department

Consultancy Coordinator (Institution)

Principal

Date:

10. UTILIZATION CERTIFICATE

Name of the Department:

Name of the Faculty Coordinator:

1.	Name of the Consultancy Project Title	
2.	Nature of Consultancy	
3.	Financial year	
4.	Academic Year	

4. Details of Amount received, expenditure incurred and closing balances: (Actuals)

Date	Amount Received through Consultancy	Expenditure Incurred	Closing Balance

Component wise utilization

S.No.	Particular	Amount (Rs.)
1.	Permanent Equipment	
2.	Development of Work shed specific to Consultancy Work	
3.	Development of Prototype Equipment	
4.	Consumables	
5.	Travel	
6.	Field testing, demo/training expenses (if applicable)	
7.	Contingencies/other costs	
8.	Contingencies/other costs	
9.	Institutional overheads	
10.	Any other item	
	Total Amount(Rs.)	

- To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and Consultancy policy of the Institution
- The expenditure on various components of the consultancy was in the proportions authorized as per the scheme guideline Consultancy policy of the Institutions and terms and conditions of Consultancy

Certified that I have satisfied myself that the conditions on which consultancy amount were received have been duly fulfilled/are being fulfilled and that I have exercised above checks to see that the money has been actually utilized for the purpose which it was received

Signature	Signature	Signature
Name	Name	Name
Consultant	Chief Finance Officer with Seal	Head of the Institution with seal

Date:

Place: