

CONSULTANCY POLICY



PSN College of Engineering and Technology
(Autonomous)

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OBJECTIVE

To provide an essential support framework for consultancy activities to be carried out by staff of PSNCET.

PSN College of Engineering and Technology (PSNCET) has a strong faculty profile with vast expertise in different research areas of science & technology that helps to share the knowledge and give valuable technical inputs in the interested areas of industries and organizations. In addition, our institution has got state-of-the art equipment for qualitative research. The details of guidelines for consultancy works being carried out in PSNCET are as follows.

SCOPE OF THE POLICY

This Policy is applicable to all Stakeholders who is willing to carry out consultancy works in the college.

GENERAL GUIDELINES

1. The faculty members involved in the consultancy service can avail on-duty leave for industry visit and formulation of scope of the work. While doing so the faculty or staff must ensure that the visit does not create a conflict of interest with the academic and other administrative role at the institute.
2. The services of employees 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. Such work by employees may be compensated by suitable honoraria and must be a part of the budget.
3. Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Institute.
4. Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Head of the Institute. In emergencies, prior intimation and subsequent sanction could be considered acceptable.
5. Faculty members should not use the name of PSNCET or its logo for consulting work, consulting reports, etc. except to identify the association of the consultant with PSNCET.
6. The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.
7. Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

8. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria and must be a part of the budget.
9. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Institute.
10. The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority, if required.
11. Publication arising from consultancy work shall include the faculty affiliation of the institute and acknowledge for the facilities used.
12. Patents arising from consultancy work if applicable shall be jointly published on the name of the staff and the institute.

PROCESS FLOW

- The organization requiring consultancy services from faculty, or the department shall write to the Principal with required details.
- The Principal on receiving the request from the industry/organization shall inform the HoD concerned.
- The HoD shall nominate the faculty or a group of faculties having the required expertise for approval to the Principal.
- The consultancy work directly approached to specific faculty members with expertise also needs to seek permission from the Principal before starting the work.
- A MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved with consultancy work.
- The faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Principal through the head of department.

POLICY FOR REVENUE SHARING IN CONSULTANCY

- i. Institute facilities and resources may be used for consultancy work and must be charged with consultancy amounts.
- ii. Revenue sharing between staff and institute shall be as given below, after deducting all actual expenses incurred in it.

Item Description	Institution	Staff
Testing: Using the institute space and lab facilities.	75%	25%*
Providing solutions/expertise: Faculty will handle technical problems faced by organization/industry.	30%	70%#

*Distribution of funds among staff for **Testing** Category:

Lead Faculty: 14%, Supporting Faculty: 8%, Lab Assistant: 3%.

#Distribution of funds among Faculty for **Providing solutions/expertise** Category:

Lead Faculty: 50%, Supporting Faculty: 20%.

Payment to be made to The Principal, PSN College of Engineering and Technology as per agreed upon aforesaid points. 100% advance payment should be made if the project is in one phase. If a project is broken into phases, then 100% advance payment should be made before the beginning of each phase. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by concerned faculty.

LIMITATIONS

Undertaking routine testing jobs is to be discouraged. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of Faculty members.

CONFLICT OF INTEREST

Consultants shall disclose to the Director (Research) in writing, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain.

Director (Research) will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.

EXCEPTIONS

Items like Book royalty and honorarium for Expert Committee meetings, invited lectures, Ph.D viva/evaluation, invited training programmes, organization of conferences/workshops are not covered under consultancy.