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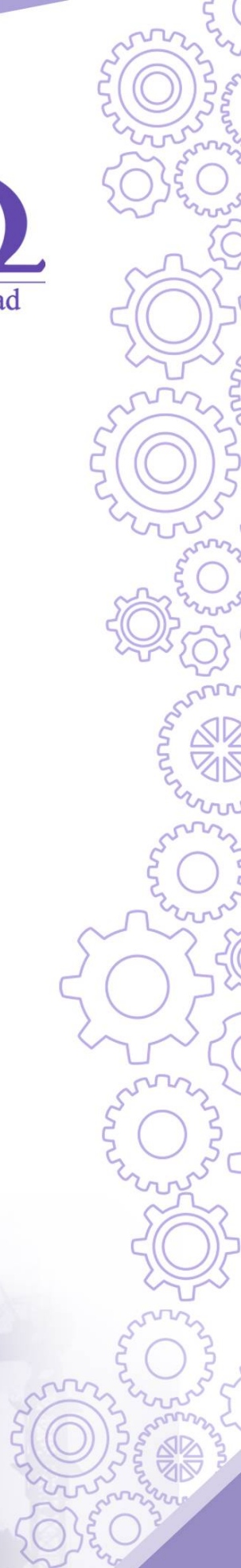


CONSULTANCY POLICY

Contents



S.No	Description
1	Introduction
2	Objectives
3	Scope
4	Consultancy activities
5	Responsibilities of the members
6	Approval and costing
7	Entitlements
8	Intellectual Property Rights
9	Conflict of interest
10	Misconduct



Introduction

Bannari Amman Institute of Technology is committed to promote knowledge and technology transfer through external associations which might yield long-term technical, economic and social impacts. The associations with Industry / external agencies help in establishing pathways for mutual flow of knowledge and expertise which contribute to the development of productive relationships with stakeholders. Any form of activity under such associations may be considered as "Consultancy Work". This document outlines the principles and information related to consultancy work in accordance with the institute's approved procedure that should be considered while undertaking consultancy work with any industry or external agency.

Objectives

Objectives of the Consultancy policy have a focus on addressing needs and challenges of industry, government or private agencies and research organizations and making the skills/expertise and facilities available to all stakeholders. The specific objectives include

- i. Development of core group of faculty members with expertise in current and emerging fields
- ii. Effective utilization of existing facilities and to establish new facilities
- iii. Establishment of productive relationships with industry and other external agencies
- iv. Stimulation of research and education
- v. Enabling faculty members and students to translate the knowledge and research into new products
- vi. Generating additional revenue to support research activities of the institute

Scope

Consultancy policy applies to all teaching and non-teaching staff of the institute who shall be undertaking consultancy work. This policy shall be implemented in accordance with institute's R&D policy and IPR policy.

Consultancy activities

Consultancy is recognized as enterprise and engagement activity carried out for institute's outside environment with or without financial benefit. Broadly, the following types are considered.

Research Consultancy

The external agency utilizes the research skills of faculty member(s) and facilities of the institute on payment. Research-based products are expected as deliverables and the products are owned by the funding organization. However, the outcomes may be published subject to prior agreement made in this regard.

Non-Research Consultancy

The outside organization/ third party utilizes the specific skills of faculty member(s) and facilities of the institute to solve a specific problem or to deliver services of faculty member(s) for a specific need. The results/outcomes are owned by the funding agency/third party and dissemination of results/outcomes through publication is not permitted.

Industry / external agency can contact the institute to solve various engineering / technological problems, through a faculty member or a group of faculty members who could help them. Or, the Faculty Members of various Departments can visit the industries to seek consultancy assignments based on the problems encountered in the manufacturing or services or both. Possible Consultancy assignments that can be offered may include

- Analytical studies
- Calibration of Equipment and Instruments
- Cause-and -Remedy Studies
- Simulation / Modeling / Optimization
- Design of Systems / Components / Processes
- Development of Industrial Products / Systems
- Development of Systems Software / Application Software for Offline / Online Applications



- Development of Laboratories of Manufacturing and Quality Control
- Human Resource Development Programs
- Testing of Industrial Products/Samples
- Validation of Designs/Drawings
- Advisory Roles in the Board
- Energy Audit
- Processing / Testing of Samples
- Any other activities that possible using the facilities available with the institute

Other professional activities carried out by the faculty members shall be treated as normal activity. These activities shall include:

- Examination related duties performed outside in connection with parent university or other universities
- Editorial board member/Reviewer for peer-reviewed journals
- Participation or presentations in academic conferences/seminars
- Book/Book chapter publication and royalty obtained
- Guest lectures
- Participation in professional body/society/chapter activities
- Public service through NGO/other charitable bodies

In general, faculty members may carry out knowledge consultancy, technical consultancy, training and internship.

Responsibilities of the members

- All teaching and non-teaching members of the institute are permitted to carry out consultancy works provided such activity does not interfere with regular academic related works
- It is responsibility of members to ensure that the activity carried out be ethical and involves no conflict of interest
- The members are responsible for obtaining prior approval to carry out the potential consultancy work and to sign MoU if applicable from Apex committee



- The members undertaking the consultancy work are entirely responsible for timely completion of the work and for delivering the outcomes as per the agreement. The members shall ensure that all documents i.e. progress reports/completion reports, copies of communication, financial statements and other related documents are produced to institute authorities and concerned funding agencies as and when required
- The members undertaking the consultancy work shall ensure that payments towards the consultancy work are received as per agreement and in time.

Approval and costing

The proposal to carry out consultancy work shall be submitted to Apex Committee along with agreement/MoU copy (if applicable). The proposal must include the details on nature of work, required facilities and manpower, duration of the work, sponsoring agency and costing. Appropriate cost to carry out the work shall be worked out by the member proposing the work. All the relevant factors i.e. Man hours, facilities/resources to be utilized, travelling, outsourcing, consumables, overhead charges and taxes are to be taken in account while arriving at the total cost.

Entitlements

The income sharing model shall be considered in two categories

- Individual Consultancy Work without using institute resources:
30% for institute & 70% for Coordinator / team members
- Consultancy Work using BIT resources:
40% for BIT & 60% for Coordinator / team members

In addition to the remuneration as mentioned above, the members carrying out consultancy work are permitted to avail on-duty leaves (Subject to approval by the Head of the institution) to visit outstations in connection with consultancy work. However, such visits shall not affect the regular academic activities of the members under any circumstances.

Intellectual Property Rights

All the intellectual property resulting from consultancy work of any form shall be governed by IPR policy.

Conflict of Interest

The consultancy work carried out by any member should not conflict with

- Employment of the coordinator and the team members
- Interests of the coordinator and the team
- Institute rules and regulations
- Legislations

In case of any such conflicts, the same shall be reported to the Head of the institution by the coordinator

Misconduct

The principles and guidelines in connection with prevention of misconduct in consultancy work shall be in harmony with the relevant clause given in R&D policy.

