



# **BANNARI AMMAN INSTITUTE OF TECHNOLOGY**

An Autonomous Institution Affiliated to Anna University Chennai - Approved by AICTE - Accredited by NAAC with "A+" Grade

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## **CONSULTANCY POLICY - 2023**

**(Valid till May 2026)**

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## **Vision**

- To provide support and optimal solutions to the challenges encountered by industries on a global scale for the benefit of society.

## **Mission**

- To promote consultancy activities across a wide range of engineering domains.
- To improve the necessary facilities required for consultancy activities.
- To develop reliable optimized solutions at an affordable cost.

## **Introduction**

Bannari Amman Institute of Technology (BIT) is committed to promoting knowledge and technology transfer through external associations that might yield long-term technical, economic, and social impacts. The associations with industry/external agencies help establish pathways for the mutual flow of knowledge and expertise, contributing 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 when undertaking consultancy work with any industry or external agency.

## **Objectives**

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

- Effective utilization of existing technical resources and the establishment of necessary facilities.
- Development of a core group of faculty, staff, and student members with expertise in current and emerging fields to translate knowledge into reliable optimized solutions.
- Establishment of productive linkages with a wide range of industries.
- Generation of additional revenue for the institute and consultants involved.

## **Scope**

The consultancy policy applies to all teaching staff, technicians, and student members of the institute who undertake consultancy work. Student members will be involved under the guidance of a faculty member from BIT. Generally, the members, including faculty, technicians, and students involved in consultancy work, will be referred to as consultants. This policy shall be implemented in accordance with the institute's R&D policy and IPR policy.

## **Consultancy activities**

Consultancy is recognized as an enterprise and engagement activity carried out for the institute's outside environment with or without financial benefit. 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 for various manufacturing processes
- Human resource development programs
- Testing of industrial products/samples/quality control practices
- Validation of designs/drawings
- Advisory roles in the industrial board
- Energy audit
- Any other activities possible using the facilities available.

Any other professional activities carried out by faculty, technicians, and student members shall be treated as normal activity. These activities shall include:

- Examination-related duties performed at the institute
- Editorial board membership/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, consultants may carry out knowledge consultancy, technical consultancy, and training.

### **Responsibilities of the Consultant**

- Consultants are permitted to carry out consultancy work provided such activity does not interfere with regular academic-related work.
- It is the responsibility of the Consultant to ensure that the activity carried out is ethical and involves no conflict of interest.
- The Consultant is responsible for obtaining prior approval to carry out potential consultancy work and to sign an MoU if applicable, from the Apex Committee.
- The Consultant undertaking the consultancy work is entirely responsible for the timely completion of the work and for delivering the outcomes as per the agreement. The Consultant 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 Consultant undertaking the consultancy work shall ensure that payments towards the consultancy work are received as per the agreement and on time.

### **Approval and Costing**

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

## **Entitlements**

The income sharing model shall be considered in two categories

(i) Individual Consultancy Work without using institute resources:

30% for BIT & 70% for Consultant

(ii) Consultancy Work using BIT resources:

40% for BIT & 60% for Consultant

In addition to the remuneration mentioned above, the consultants 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 consultants under any circumstances.

## **Conflict of Interest**

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

- Interests of the industry
- Institute rules and regulations
- Legislations

In case of any such conflicts, they shall be reported to the Head of the institution.

## **General Terms and Conditions**

All payments for consultancy shall be routed through 'The Principal's' account only. No consultant shall receive any compensation, either in cash or in kind, directly. The consultancy agreement shall conform to the laws of India as laid out in the Standardized Terms and Conditions. The responsibility for completing the project rests solely with the consultant. The agreed deliverables are the responsibility of the consultants. After the completion of the project, a Completion Certificate should be obtained from the client for the successful completion of the

work. All documents relevant to the consultancy work should be documented. A separate annexure is attached for the broad classification of consultancy work.

### **Clarifications**

For all matters not covered in this document, as a general principle, the IQAC Team may be approached for any required clarifications.

### **Liability**

BIT shall not be held liable for any loss, damage, delay, or failure of performance resulting directly or indirectly from any cause beyond its reasonable control (Force Majeure). The liability, if any, of BIT shall be limited to the funds received for the consultancy.

### **Intellectual property rights**

All rights pertaining to any intellectual property generated, created, or invented in the due course of the consultancy will be the joint property of BIT and the Client. Terms and conditions regarding the transfer, assignment, or sale of these rights to the Client shall be governed by a separate written and agreed-upon document if required.

### **Resolution of disputes**

Any disputes arising out of the project shall be amicably settled by BIT and the Client. Unsettled disputes may be subject to resolution under the Indian Arbitration and Conciliation Act 1996, and legal constraints are subject to the jurisdiction of Erode.

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## **Annexure**

The broad types of consultancy are as follows.

### **(i) 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 a prior agreement made in this regard. Consultancy and related services offered will be categorized mainly as follows:

- 1. Individual Consultancy:** Consultancy that does not utilize any institutional facilities and is solely based on the expertise of the Principal Investigator.
- 2. Institutional Consultancy:** Consultancy that involves the utilization of institute facilities such as equipment, instruments, laboratory staff, etc. The testing, calibration, and standardization services involve testing and evaluation to meet the needs of outside organizations and agencies.

#### **(ii) Non-Research Consultancy**

The outside organization/third party utilizes the specific skills of faculty member(s) and facilities of the institute to solve a particular problem or 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.

The 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 assist them. Alternatively, faculty members from various departments can visit industries to seek consultancy assignments based on the problems encountered in manufacturing, services, or both.