

**VAAGDEVI COLLEGE OF ENGINEERING**  
**Bollikunta, Warangal - 506005**

**Consultancy Policy**

**1. INTRODUCTION**

Consultancy is a way to disseminate knowledge and make an early and direct impact on society. The balance between consultancy and the traditional duties of the faculty members need to be managed and the interests of the Institution must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the strategic and operational objectives of the organization and the costs are sustainable.

The Vaagdevi College of Engineering is committed to make its expertise available through service to industry, government, professions, arts and other educational and private entities.

**2. THE POLICY**

The Consultancy Policy is governed by the following guiding principles:

- (a) There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with College policies including those governing employment such as the Code of Conduct Policy.
- (c) The Consultancy must not be in conflict with the functions, objectives or interests of the College or damage its reputation.
- (d) At a minimum, the salary and on-cost charges set by the College must be applied to all projects. All Consultancies are required to include overhead expenditure in the budget.
- (e) Staff members shall not undertake external research activities where no formal agreement has been authorised by the College administration unless they are on leave without pay, approved by the Dean concerned. Such faculty may not use their affiliation or academic title of the College, when providing research services that are not approved by the College.

## **2.1. Research Consultancy**

A Research Consultancy means that an academic staff member provides research skills or expertise in return for remuneration from an external funding agency. A Research Consultancy may be the outcome of a tender or an individual faculty initiation.

## **2.2. Non-research Consultancy**

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc.

## **3. STAFF ENTITLEMENTS**

The College allows staff to engage in Research, Non-research Consultancies provided they do not interfere with the discharge of their duties. Consultancies shall be undertaken only with the approval of the Research Committee/ designated Dean R&D. No limit is placed on earnings.

3.1. DEANS also must obtain written permission from College administration to undertake any consultancy.

### **3.2. Benefits of College Consultancy**

The College provides the following benefits to staff undertaking Research or Non-research Consultancies:

- (a) Protection under the College professional indemnity and public liability insurances, subject to the terms, conditions and exclusions within those policies.
- (b) Access to the College/Society financial management processes to support and enable invoices to external organisations for funding and expenditure of project costs.
- (c) Access to the resources such as technical and administration staff equipment and telecommunications, subject to approval by the Faculty or Office.
- (e) Entitlements to use the name of the College and its reputation provided it is not brought into disrepute.
- (f) Ability to make reference to their position and title in connection with the work.

3.3 All Consultancies are required to include overhead expenditure in the budget.

- 3.4 As an incentive, agencies who come for any consultancy are offered free of service i.e. without charging anything.
- 3.5 The margin generated from the consultancy project is shared by the member and the College in a 70:30 ratio after deducting the overheads and all other expenses met by the College.
- 3.6 If more than one member take up the consultancy project the 70% amount shall be shared equally.

#### **4. APPROVAL**

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other policies of the College. Applications to conduct Consultancy are required to be approved through.

##### **4.1. Exemptions and Variations**

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy Application coversheet, and approved by the College Administration.

##### **4.2. Transfers in from Other Institutions**

In cases where a Research or Non-research Consultancy or grant is transferred to the College from another research organisation, the overhead will not be taken from the funds where the awarded budget did not include an overhead component.

In cases where a grant is being transferred to the College from another research organisation and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the VCE.

#### **5.0 CONFLICT OF INTEREST**

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the College Administration for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the VCE's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- financial or non-financial interests;
- teaching or course work for another institution;
- work performed for a supplier of goods or services to the institute; or
- work undertaken with an organisation to which the institution supplies goods or services.

### **5.1. Consultancies with Other Tertiary Institutions**

Full-time members should not accept regular Consultancies with other institutions without first obtaining the permission of the College Administration.

## **6.0 INTELLECTUAL PROPERTY**

Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy of the institution.

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