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**Dr. T. Thimmaiah Institute of Technology**  
Oorgaum Post, K.G.F-563120  
(Approved by AICTE, New Delhi, Affiliated to VTU-Belagavi,  
Approved by Govt. of Karnataka and ISO 21001-2018 Certified)



<b>Name of the Policy/ Guidelines</b>	Consultancy Policy
<b>Scope</b>	This policy is applicable to all faculty and administrative staff of all the departments of Dr. T. Thimmaiah Institute of Technology, KGF.
<b>Policy status</b>	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
<b>Date of Approval of Version 1</b>	
<b>Revision No.</b>	0
<b>Brief description of last revision</b>	Not Applicable
<b>Date of approval of current revision</b>	Not Applicable
<b>Effective Date</b>	
<b>Approval Authority</b>	



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## CONSULTANCY POLICY

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### Preamble

To excel in education and research Institute of Higher Education is required to work in close association with industries in terms of sharing expertise available in various domains. Providing consultancy services in niche areas is one such ways of working together with the industries, which is possible only when an institute has a transparent and structured Consultancy Policy.

The objective of Consultancy Policy is not only to promote industry-institute interaction, but also to encourage and facilitate faculty to provide expertise / knowledge inputs sought by industry, government agencies or even other academic / research organizations. Consultancy is well considered as an effective way for the institute to disseminate knowledge and make an early and direct impact on society. However, a balance has to be maintained so that consultancy does not affect the primary roles of the academic staff and interests of the institute. This Policy provides guidelines for undertaking consultancy services and ensures that consultancies undertaken by the staff of Institute are consistent with its strategic and operational objectives.

### Purpose

This policy is formulated to provide a framework for the institute's staffs who are engaged in, or who want to engage in, consultancy, either through institute consultancy: "Institute Consultancy" or in a personal capacity: "Personal Consultancy".

### Definitions

**Consultancy** unlike research is kind of professional services offered by the institute's staffs in their field of expertise, to external clients, at some cost. It may or may not create new knowledge. Output of the consultancy may be partly or wholly owned by the client. Institute normally does not have the right to publish the results of consultancy. Activities undertaken on behalf of institute and covered elsewhere in contracts of employment do not come under consultancy.

**Institute** refers to Dr. T. Thimmaiah Institute of Technology.

**Institute consultancy**, where the contractual relationship is between the client and the Institute and not the individual consultant.





**Private consultancy**, where the individual undertakes consultancy work entirely in a private capacity with no legal link to or liability on the Institute. No Institute resources may be used for this activity. In conducting a Private Consultancy, a staff member must not undertake activities which are contrary to the interests of the Institute.

### **Approval of Consultancy Activity**

Approval must be sought for all consultancy work, be it Institute or Private, before undertaking such work. All consultancy proposals shall be addressed to the Principal. The proposal shall be submitted in Form-1 enclosed herewith. The Principal will make the decision to accept or decline the proposal. Once approved by the Principal it is recommended that an agreement (Memorandum of Understanding/Memorandum of Association) be executed between the consultant and consulting parties explicitly stating the terms and conditions.

### **General Procedure**

1. Consultancy proposal should be received (from the Organization) by the consultant (individual faculty member of the Department).
2. The proposal should be submitted in Form-1 to the Head of the Department.
3. The Head of the Department will examine the proposal and submit it along with their recommendations to the Principal.
4. The Principal shall approve the proposal after getting the consent of the competent authorities.

### **Revenue Distribution**

#### **Private Consultancy**

When an individual undertakes private consultancy, all revenues accrue to the individual who must however declare the income.

#### **Institute Consultancy**

In order to incentivize staff to engage in Institute consultancy, the income from such consultancy, post-deduction of direct expenditure involved in carrying out the consultancy project, will be distributed in the ratio of 3:2 between the consulting Staff and the Institute. Only full-time faculty will be eligible for such income sharing.

The amount ( $X=60\%$  of the income from consultancy, post-deduction of direct expenditure) received by the concerned department shall be shared among the personnel involved the consultancy work as given in Table 1.



Table 1. Remuneration distribution details for personnel involved in the consultancy work

Personnel	Remuneration to be shared in Rs.
Principal Investigator	$A (=15\% \text{ of } X) + R \times n_1$
Co-investigator	$B (=10\% \text{ of } X) + R \times n_2$
Technical Staff	$R \times n_3$
Office Staff	$R \times n_4$

Where  $R = \frac{X - (A + \sum B)}{N}$

$N$  = Total man-hour involved in the consultancy work

$n_i$  = Number of man-hour put in by an individual

### Dispute Resolution

The clause regarding dispute resolution should be in built in Memorandum of Understanding/Memorandum of Association to be entered with the party while undertaking Consultancy project. In case of any dispute remaining unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the Institute.

Approved by:

*Submitted to Mr. Hanthakavi, Treasurer, AVEET  
for his information and approval please*

*[Signature]  
13/01/2021*

*Approved  
[Signature]  
13/1/21*