

CONSULTANCY POLICY



VIGNAN'S LARA
INSTITUTE OF TECHNOLOGY & SCIENCE

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada

An ISO 9001 : 2015 Certified Institution



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Vadlamudi - 522 213, Guntur District

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Vignan's Lara Institute of Technology & Science, Vadlamudi has faculty with strong profile and enormous expertise in different research areas of science and engineering. Additionally, the institution has equipment with newest technology for qualitative research which provides enough support to carry out consultancy activities to share the knowledge and give valuable technical inputs in the interested areas of industries and organizations.

Consultancy is well recognized as an effective way for any higher educational technical institution to disseminate the knowledge and make a direct impact on the society. On the other hand, the consultancy and the traditional roles of the academic staff should balance to protect the interest of the institution. Vignan's Lara is committed to make its expertise available through service to the industry, government, other educational and research organizations.

SCOPE OF THE POLICY

This Policy is valid to all stakeholders who are prepared to carry out consultancy works in the college.

GENERAL GUIDELINES

- The faculty members involved in the consultancy can avail on-duty leave to visit industries. However, the visits shall not create any conflict of interest with the academic and other administrative role at the college.
- The services of college employees may be availed to execute consultancy projects but they shall not affect their principal functions and responsibilities related to the Institute. The employees giving such services may be given suitable honoraria from the college budget.

- Travel out of the institution campus on account of consultancy activities may be undertaken with prior intimation to the Head of the Institution. In emergencies, prior intimation to travel out of the campus may be exempted with appropriate justification.
- Faculty members should not use the name of the college or its logo for consulting work, consulting reports etc.
- The faculty shall spend a maximum of 52 working days per year, preferably one working day per week. Additionally, they may be allowed to avail one non-working day per week.
- Consultancy assignments taken up should not have any adverse impact on the ongoing academic and research activities. Moreover, such assignments need schedule in the light of ongoing commitments.
- The students who are interested to work on consultancy projects may be allowed as per the norms of institution to safeguard their academic commitments and performance.
- The statement of expenditure and utilization certificate will be prepared at the end of every financial year by the competent designated authority.
- The publications arising out of the consultancy works shall carry institute affiliation and the facilities used may be acknowledged.
- Patents arising from the consultancy work shall be jointly published in the name of staff and the college.

PROCESS FLOW

- An organization seeking for consultancy services from the faculty/department shall write to the Principal of the institution detailing the nature of consultancy.
- On being received the request from the industry/organization, the Principal shall inform to the respective Head of the Department (HOD).
- The HOD shall nominate the faculty or a group of faculty members who have the needed expertise for approval by the Principal.

- The nominated faculty who involve in the consultancy work should also give consent to the HOD prior to the approval of the Principal.
- The department and the industry/organization seeking consultancy shall sign on the document of MoU stating the nature and scope of consultancy and commercials involved.
- The faculty of consultancy shall often report the progress of work to the Principal through HOD.

REVENUE SHARING

The facilities of Institute and resources utilized for consultancy work are chargeable and the revenue sharing between staff and institute shall be subject to the norms of the college varying time to time after deduction of all actual expenses incurred.

CONFLICT OF INTEREST

Engagement in consultancies should not generate a conflict of interest professed or actual. Any conflict of interest must be reported to the Principal for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the college interests or the interests of other employees or students.

Dt. 23.09.2017



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PRINCIPAL

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