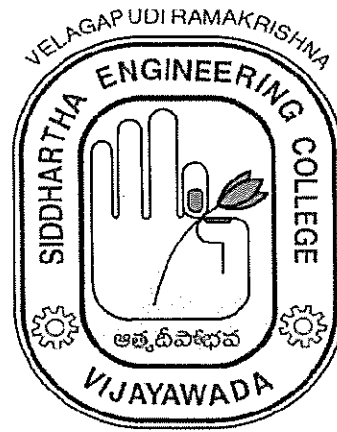


# CONSULTANCY POLICY



**VELAGAPUDI RAMAKRISHNA  
SIDDHARTHA ENGINEERING COLLEGE  
(Autonomous)**

Affiliated to Jawaharlal Nehru Technological University Kakinada

Approved by AICTE & ISO 9001: 2015 Certified

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# CONSULTANCY POLICY

## INTRODUCTION:

This report outlines the formal consultancy policy of V.R. Siddhartha Engineering College, Vijayawada, Andhra Pradesh . The policy aims to encourage high levels of consultancy by providing staff with a supportive framework enabling them to contract and deliver commercial work from which they can individually benefit.

This policy applies to all Institution employees. Supporting staff are positively encouraged to participate in this activity, if they are eligible and capable. Where reference is made to College consultancy threshold this would mean for academic staff over and above a normal workload. For supporting staff this would mean over and above a contractual working week.

## Benefits of Consultancy

A thriving consultancy environment can bring substantial benefits both to individual members of staff and to the College as a whole. For these reasons, this policy is designed to ensure a high status for consultancy activity.

Individual benefits include:

- enhanced status, reputation and expertise;
- broader career interests;
- extra financial reward;
- sustained business relationships and networking opportunities;
- potential research activity.

Benefits to the College include:

- technical service to society;
- attraction and retention of talented and committed staff;
- enhanced profile with business and grant agencies alike;
- enhanced staff expertise;

- revenue generation;
- enhancement of academic programmes and research.

## 1. Definitions and Scope of the Policy

Consultancy is defined as **the provision of expert commercial technical services to external clients**, which include:

- Problem-solving;
- Testing and laboratory-based experimental work;
- Expert witness services;
- Research and Development.
- Development / delivery of commercial training courses;

Any staff member on the College payroll can deliver department consultancy, provided that these services

- enhance the reputation of the department / college;
- do not prevent the completion of an individual's agreed department/ college workload;
- are appropriately priced and charged.

Consultancy is well recognized as an effective way for educational institutions to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the institution must be protected.

This Policy provides provisions for conducting consultancy to ensure that consultancy activities undertaken by staff are consistent with the institution's strategic and operational objectives and the costs are sustainable.

All Research and Non-research consultancy activities as described in this Policy are governed by the following guiding principles

- There should be demonstrable benefit to the College/ Department from the Consultancy through revenue generation, enhanced reputation, and/or expanding the expertise of the staff member.
- The Consultancy must not be in conflict with College/ Department policies including those governing employment; such as the Code of Conduct and Ethics.

- The Consultancy must not be in conflict with the functions, objectives or interests of the Department/ College or damage the Department/ College reputation.
- All Consultancies are required to include overheads charges as set out.
- Staff members are not permitted to undertake external research activities where no formal agreement has been authorized by the Department/ College unless they are on leave without pay, approved by the Head of the Institution.

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may result from a tender or individual negotiation. 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, products or produce; analysis of data; surveys, including market and opinion surveys; quality control; field trials; the provision of professional advice including possible expert witness advice; the provision of professional services such as design, legal, medical and allied health, participation in fee-paying non-award courses, and community service activity undertaken by members of staff for charity, community or public purposes.

Research and Non-research consultancies may be undertaken only with the approval of the Dean (Consultancy)/ Principal. No limit is placed on earnings but there is a limit on the amount of time which may be spent on Consultancy.

## **2. Permitted Level of Consultancy**

Department/ College employees are permitted to undertake consultancy activity based on the qualifications / expertise of individuals throughout the academic year without affecting their individual academic responsibilities.

## **3. Approval / Allotment of Consultancy Activity**

The decision process for whether an individual is permitted to undertake a piece of consultancy is handled in a systematic manner. All consultancy proposals should be

passed to the Dean (Consultancy)/ Principal in the first instance. The Dean (Consultancy)/ Principal will make the decision to allot the consultancy to the individual as per the expertise/ specialization of the individuals.

**Handling of test items:**

Procedures are established for the receipt, handling, protection, storage, retention and disposal of samples, including all provisions necessary to protect the integrity of the sample and the interests of the laboratory and the client.

- **Sample Submission:** Samples are submitted to the laboratory with a work request form. The Work Request Form serves as the client's request / order to perform specific tests.
- **Sample Log-in:** The Laboratory In-Charge has overall responsibility for the technical operations of the lab. The Laboratory In-Charge is also responsible for arranging and overseeing all support services including instrument service contracts and physical maintenance of the laboratory. The Laboratory In-Charge interacts with Faculty concerned to participate in coordination of lab participation in departmental/ interdepartmental projects. The Laboratory In-Charge reports directly to the Head of the department.

The Laboratory In-Charge along with the faculty concerned are responsible for providing supervision to all laboratory personnel to ensure adherence to lab documented procedures. The Laboratory In-Charge shall certify that personnel with appropriate educational and/or technical background perform all tests for which the lab is accredited.

On receiving the sample a unique identification number assigned to individual work request and the work is allotted to the concerned faculty through the laboratory In-Charge. The format for the Work Request Number is the date-month-last two digits of the year/a sequential number. (Ex. 010917/1).

**Laboratory Technician:** Lab Technicians are responsible for reading and following performing appropriate QC checks, and informing the Laboratory In-Charge when problems occur.

- **Sample Disposition:** After testing the samples are retained till the test report is prepared and issued. Samples are discarded after the final report is issued.

### **Assuring the Quality of Test Results**

Quality control procedures are used for all test methods performed in the laboratory to monitor the validity of test results. These procedures include the following

- ✓ Regular use of reference standards, where available, for calibration
- ✓ Analysis of at least one reference material sample with each batch
- ✓ Retesting of retained samples
- ✓ Correlation of results for different characteristics

The quality control program consists of both internal and external checks on precision and accuracy of analytical results. The responsibility for maintaining the program rests with the Head - Consultancy. Employees are trained in quality control procedures and concepts.

### **4. Costing and Pricing of Consultancy Activity**

Normally, consultancy activity should be recorded as per the guidelines approved by the Head of the Institution. These guidelines provide recommended rates for consultancy and only in exceptional circumstances consultancy will be undertaken at discounted rates with the approval of the Head of Institution.

### **5. Contractual Requirements**

The Department/College is liable for the actions of its employees during work-related consultancy even if the actions or activities are not covered by an agreement involving the College.

The Department/College, therefore, strictly prohibits staff from entering into work-related consultancy arrangements with outside agencies without approval from their Head of Institution.

Staff involved in non-work related consultancy must not use the Department/College name to endorse this activity without prior written approval from the Head of the Institution.

### **Service to the Client**

The consultancy division cooperates with clients to clarify clients request and monitor laboratories performance in relation to the work performed. Service to the client includes,

- Affording the client reasonable access to relevant areas of the laboratory for the witnessing of work performed for the client. Such access must not conflict with rules of confidentiality of the work for other clients or with safety.
- Contact with the client: Open communication, especially in large assignments, is maintained throughout the work. The laboratory informs the client of any delays or major deviations in the performance of the tests.
- The laboratory seeks feedback from clients.

### **Complaints**

The consultancy division has a policy and procedure for the resolution of complaints received from clients. Records of complaints are documented on the non-conformance report form and include the following information:

- Details of complaint
- Investigation
- Corrective and preventive actions
- Follow-up verification

## **6. Recording Activity**

All staff are required to record their consultancy activity with the Consultancy Division of the concerned department.

Original copies of the contracts and consultancy reports must be forwarded to the Consultancy Division for the college records.

### **Reporting the Results**

The results of each test carried out by the laboratory are reported accurately, clearly, unambiguously and objectively and in accordance with any specific instructions in the test methods.



The concerned faculty organizes sample data in such a manner that log-in entries can be verified, sample progress can be tracked, analytical data can be appended to the record and final reports can be created.

The final report includes the following information, as appropriate:

- Work Request Number
- Client provided information
- Analysis/ test data
- Units of measurement
- Test results
- Notes and comments related to test results
- Signature and title of person(s) reviewing and approving report.

Reports of laboratory analysis will be released to the name of client on the Work Request Form.

Analytical records include all raw data, printouts, calculations, forms, and logbooks.

All records are retained for at least five years.

## 7. Income Distribution

Department/ College Consultancy contracts usually derive from one or both of the following

- i. the reputation and facilities of the Department / College and
- ii. the reputation and expertise of an individual staff member.

The Department/ College recognizes and values the work of staff to generate and service consultancy contracts. The consultancy earnings of Staff will be paid into a designated account within the College. The systematic distribution of income deriving from consultancy are given in Annexure - I.

## 8. Tax and National Insurance

The Administrative Office will ensure that both employers and employees costs are remitted to the Inland Revenue. The statutory deductions for income tax, etc. will be made and staff will receive the net amount.



Principal  
VR Siddhartha Engineering College  
Vijayawada

*For Siddhartha Academy of  
General & Technical Education*



Secretary  
SAGTE  
Vijayawada

## ANNEXURE - I

### Distribution of Income deriving from Consultancy

#### V. R. SIDDHARTHA ENGINEERING COLLEGE :: VIJAYAWADA DEPARTMENT OF CIVIL ENGINEERING

Sub: Distribution proposal – Consultancy Earnings – permission - regarding.

The Civil Engineering Department is proposing the following distribution pattern with regard to all the consultancy works undertaken by the department except the MCV 3<sup>rd</sup> Party Quality Control Consultancy works.

There will be no change in the distribution pattern which we are following presently with regard to College share and Academy share.

#### I. Consultancy Distribution – Testing

College Share = 50 %  
Academy Share = 50 %

Category	Share
SAGTE	50 %
Faculty-Teaching Staff Share - All doing consultancy	24 %
Non Teaching Staff Share - All doing consultancy	14 %
Administration Staff Share	12 %

#### II. Consultancy Distribution – Design


College Share = 60 %  
Academy Share = 40 %

Category	Share
SAGTE	40 %
Faculty-Teaching Staff Share - All doing consultancy	48 %
Administration Staff Share	12 %

#### Details of Administration Staff Share: 12 %

1. Principal = 2.0 %  
2. Dean – Consultancy = 2.0 %  
3. Civil HOD = 2.0 %  
4. Central Admin Office = 3.6 %  
5. Typist & Programmer– Civil Dept = 1.0 %  
6. Contingencies – Civil Dept = 1.4 %  
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Total = 12.0 %  
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For Siddhartha Academy of  
General & Technical Education

  
Secretary  
SAGTE  
Vijayawada