

Narula Institute of Technology

81, Nilgunj Road, Agarpara,
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Policy for Consultancy (W.e.f Session 2015-16)

Approved by BOG

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Introduction

For Narula Institute of Technology (NiT), it is important to brainchild budding ideas in the domain of science and technology in order to nurture innovative ideas and maintain the ambiance of research and scholarship amidst the students as well. In view of its realization, NiT has taken the initiative to promote innovations and in return aids the protection of Intellectual Property. So, the guidelines to support the consultancy efforts have been brought forth in this document. Parties engaged in the creation of original and innovative research works should include faculty, staff, and other employees of NiT, including staff working on various projects, registered students of NiT, students from other institutes personnel, or any other individuals from other organizations.

The administration of this policy lies with the Institute Research and Development Cell consisting of appropriate academic and administrative staff, in the areas related to Industrial, Research, and Consultancy and maintain relevant documents. Thus, realizing the importance and worth of innovations and translating them into finished products, processes, and services for commercial exploitation and to achieve the betterment of the society, this policy has been designed accordingly to sustain and grow creativity in every sphere of this institute.

Consultancy Rules and Norms:

1. Scope of Consultancy Services Offered

- 1.1 Consultancy services may be offered to Govt. departments, Service sectors, Industries, and other relevant National and International agencies.
- 1.2 The services offered shall adhere to the standard terms and conditions mentioned under the 'Professional Services.'
- 1.3 The services offered will cover a broad spectrum of activities including Technology Assessment, Feasibility studies, Process development, Software development, and other mutually agreeable activities.
- 1.4 Standardization and calibration services shall be offered if it is available and augmentable.
- 1.5 Testing and Evaluation services may be offered in selected specialized areas.
- 1.6 Jobs that are academically too complex, should not normally be taken up.
- 1.7 The structure of all consultancy and related jobs must aim to promote the industry interactions of the institute to ensure affirmative feedback on the excellence in teaching and research for proper placement thus leading to the generation of funds.

2. Project Category

2.1 Each project shall be taken under either of the following categories:

- Standard terms and conditions
- Specific research agreement or Memorandum of understanding describing the details of the contact.

The former case is limited by the Standard terms and conditions, thus beholding the work between the consultant and client in good faith. While, the latter case, functions with the involvement of non-disclosure agreements, detailed negotiations, or signing of contracts in the form of agreement or MOU.

2.2 This category can also be subdivided into two broad categories:



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- **Category E: Expert Advice and Development Projects** This is an expertise intensive project and is based on the expertise of the consultant.

Nature of the task under category E:

- a. Establishment of laboratory/pilot plant
- b. Project for setting up a pilot plant/getting a bank loan
- c. Offering consultancy work in their site/factory
- d. Private agencies requesting for training of their staff
- e. Annual consultancy on contract for food quality improvement
- f. Consultancy for product development
- g. Field visit for diagnosis and problem solving

- **Category T: Testing Projects** This category showcases infrastructure intensive projects.

3. Eligibility for Undertaking Consultation

Consultancy and related assignments can be availed by full-time faculty and researchers. Any other employee of this institute may avail for consultancy with prior approval of the Dean R&D/HoI.

4. Conflict of Interest

Consultancy services should not conflict with the interest of the Institute. Consultants shall disclose to the Dean (R & D) by written or verbal means, the existence of any kind of relationship between him/her and the client. Moreover, any disproportionate self-gain must be informed beforehand.

Dean (R & D) will review such cases and confirm the decision accordingly, in order to ensure professional commitments and integrity.

5. General Consultancy Rules

The consultancy services are limited by the following bounds:

5.1 Time spent on consultancy and related services must not exceed the limit of 52 working days in a year. Any case of exception needs to be approved by the Dean (R & D)/HOI.

5.2 Consultancy assignments may be taken up and implemented, bearing in mind the above-mentioned constraints, and must evade any sort of adverse effect on academics.

5.3 Without compromising any of the functions and responsibilities of the permanent employees of the institute, their services may be utilized for the execution of the projects.

5.4 The research scholars, who are eager to take up consultancy services may be permitted as per Institute norms and confirmation of the certificate.

5.5 Consultancy may be conducted from the institute premises and the institutional postal and email address may be used.

5.6 The Institution logo may be used (e.g., on letterheads, presentations, reports etc.).



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6. Consultancy Rules: Related Travel

- 6.1 For the sake of Consultancy activities, if any trip outside the campus is required, then that must be carried forward with the intimation of the concerned authority.
- 6.2 Outstation travel must take place with the approval of the concerned authority as stated in the approval letter. Emergencies may be taken into consideration depending on the gravity.

7. Consultancy Rules: Consultancy Project Execution

- 7.1 An individual consultant or a group of consultants must be assigned the task directly if the projects are received by the institute.
- 7.2 The specific choice of consultant, made by any client shall be considered.
- 7.3 All the acceptance letters shall be approved by the Dean (R & D)/HOI.
- 7.4 Consultancy project proposals shall be approved by the Dean (R & D)/HOI, after the required examination.
- 7.5 Intimation and approval of the Dean (R & D)/HOI shall be considered in extreme emergencies.
- 7.6 The consultancy fees should be carefully proposed in the budget submitted by the beneficiary. The charges once finalized are not negotiable.
- 7.7 In the context of consultancy services, the consultant should not directly or indirectly get associated with any activities which may be unethical or inappropriate.
- 7.8. All issues related to the progress of the consultancy work, handling of the budget amount and the stipulated time frame should be legally discussed with the competent authorities and should be mentioned in the agreement.
- 7.9. In the case of foreign consultancies, the Institute will permit to take up the consultancy based on the nature of the consultancy work. The consultant team must execute a bond with the Institute.

8. Consultancy Rules: Related Payment Schedule

- 8.1 Charges for the small assignments are to be paid in advance.
- 8.2 In the case of large assignments, the advance payment must be made for each segment of work, and the number of installments must be consistent.

9. Costing of Consultancy Projects

- 9.1 The Consultation fees, provided internally, would be decided by the concerned authority in consideration of the total project cost for testing jobs.
- 9.2 The charges for personnel (i.e.; charges payable to the permanent employees of the Institute for their efforts in the execution of the project) involved in technical services would be decided by the concerned authority in consideration of the total project cost for category T (Testing jobs).
- 9.3 The House Rent Allowance of the project staff would be decided by the concerned authority.



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9.4 The operational expenses related to the consultancy project (i.e.; expenses incurred on consumables, contingencies, travel and travel and daily allowance, honoraria for students, Equipment Utilization Charges for the usage of institute equipment and all other expenses related to the consultancy project) shall be transferred to the Departmental Development Fund.

9.5 Overhead charges shall be applied according to the project.

9.6 No overhead charges shall be imposed on the capital allotted for purchasing equipment.

9.7 If contract negotiations/ legal expenses are involved then the required expenses may be levied on it.

9.8 The project cost shall include all sorts of taxes.

10. Research Development Fund

The accounts for the concluded projects (Category E) shall be closed and all the unspent balances after deduction of the overheads will be transferred to Narula Institute of Technology as a research fund.

11. Distribution of Institute Share

A minimum of 40% of the total consultancy cost must be shared with Narula Institute of Technology as Institute share.

12. Review and Other Related Matter of Consultancy Projects

12.1 A small standing committee, comprising of a segment of the advisory committee, must be set up to take the charge of large consultancy assignments.

12.2 Upon completion of every consultancy project, a short report must be submitted to the Dean (R & D) by the consultant, to be archived under 'Classified Documents' for a period of five years.

13. Other Matters

13.1 Earnings for royalty, revenue sharing, etc. shall be governed by a suitably formulated agreement.

13.2 With the approval of the HOI, consultants may be taken up in exceptional cases, bearing the best interest of the institute.

14. Summary of Rules

- 1) Every project shall be undertaken, with a detailed description of the contract, either complying with the standard terms and conditions or Memorandum of Understanding.
- 2) The consultancy project is categorized under Category E (Expertise Intensive) and category T (Infrastructure Intensive).
- 3) The rate of deduction for the institute share is limited to 40% of the total consultancy cost.
- 4) The earnings from overheads and deductions are revised.
- 5) The operational expenses of the ongoing projects will be governed under Research Development Fund (RDF).
- 6) Provision for other taxes and services (if any).
- 7) Any conflict of interest shall be addressed according to the statement introduced.



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15. Forms & Formats

Approval for Consultancy Projects / Services submitted to Narula Institute of Technology

1. Name of the Origination for whom work is to be undertaken:
2. Nature of work to be undertaken:
3. Probable duration of Consultancy:
4. Consideration money
 - a) Total receivable:
 - b) Service Tax, if any:
 - c) Total Estimated Expenditure:
 - i) Consumables:
 - ii) Travel:
 - iii) Contingency:
 - iv) Any other:
 - d) Net amount(a-b-c)
5. Value of the Institute resources involved, if any
 - a) Time of other staff:
 - b) Equipment and Consumables:
 - c) Other resources:
6. Permission may please be accorded to undertake outside Consultancy activities as outlined above
 - a) Name of the Consultant:
 - b) Designation:
 - c) Institute / Organization:
 - d) Signed:
 - e) Dated.....

7.Recommendation of HOI/ Dean R&D

I recommend the work outlined above being undertaken. Alternate arrangement during her non- availability has been made and the assignment would be in the interest of Institute.

Signed.....

Dated.....

Head of the Institution

Dean R&D


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