

# Narula Institute of Technology

81, Nilgunj Road, Agarpara,  
Kolkata-700109, W.B




## Policy for Consultancy (W.e.f Session 2015-16)

Approved by BOG

Dated on 27/08/2015

Under Agenda No. 8

|  |                             |                             |   |
|--|-----------------------------|-----------------------------|---|
| Ref. No: NIT/R&D/<br>Policy/ 2015-16 / 02<br>Issue No-01 | Compiled By:<br><br>N. L. A | Checked By:<br><br>B. S. P. | Approved By:<br><br> |
| Date of Issue: 31/8/2015                                 | Registrar, NIT              | Dean, (R&D), NIT            | Principal, NIT  |

Principal  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700 109



## Table of Contents

| Sl. No. | Description   | Pg. no. |
|---------|---|---------|
| 1       | <b>Introduction</b>   | 1       |
| 2       | <b>Consultancy Rules and Norms</b>                          |         |
|         | 1. Scope of Consultancy Services Offered                    | 1       |
|         | 2. Project Category   | 1       |
|         | 3. Eligibility for Undertaking Consultation                 | 2       |
|         | 4. Conflict of Interest                                     | 2       |
|         | 5. General Consultancy Rules                                | 2       |
|         | 6. Consultancy Rules: Related Travel                        | 3       |
|         | 7. Consultancy Rules: Consultancy Project Execution         | 3       |
|         | 8. Consultancy Rules: Related Payment Schedule              | 3       |
|         | 9. Costing of Consultancy Project                           | 3       |
|         | 10. Research Development Fund                               | 4       |
|         | 11. Distribution of Institute Share                         | 4       |
|         | 12. Review and other Related matter of Consultancy Projects | 4       |
|         | 13. Other Matters   | 4       |
|         | 14. Summary of Rules  | 4       |
|         | 15. Forms & Formats   | 5       |
| 3       | <b>Financial Initiative to Women Faculty</b>                | 5       |

Principal  
NIT  
81, Nilganj Road, Agarpara  
Kolkata-700 100

## 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 accordance with the points, NiT has taken the initiative to promote innovations and in return aids the protection of Intellectual Property (IP). So, the processes and a formal framework 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. This policy also aims to highlight the guidelines for ownership of IP developed at NiT by NiT personnel and non-NiT personnel and its commercialization and consultation.

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:

- **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 be in 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).
- 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.).

  
Principal  
Narda Institute of Technology  
81, Nilgunj Road, Agarpare  
Kolhapur-416 105

## 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 Head of the Department.

6.2 Outstation travel must take place with the approval of the Head of the Department within two working days. Emergencies shall be taken into consideration.

## 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).

7.4 Consultancy project proposals shall be approved by the Dean (R & D), after the required examination.

7.5 Intimation and approval of the Dean (R & D) 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 and are not negotiable.

7.7 The minimum charges regarding the cases should approximately 10,000 /-.

7.8 External consultancy may be provided with an amount payable as fees, which will include all the mandatory taxes and must not exceed 40% of the total project cost.

7.9 In the context of consultancy services, the consultant should not directly or indirectly get associated with any activities which may be unethical or inappropriate.

7.10. 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.

7.11 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 has to execute a bond with the Institute.

## 8. Consultancy Rules: Related Payment Schedule

8.1 Charges for any assignment are to be paid in advance except for the cases where the involving charges shall exceed Rs. 1,00,000/- and an implementation period of more than 3 months.

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, must not exceed 20% 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 must not exceed 30% of the total project cost for category T (Testing jobs).

9.3 The project staff shall receive 30% of PSS as House Rent Allowance.



Principal  
Narada Institute of Technology  
81, Nigunj Road, Agarpara  
Kolkata-700 106

**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 20% 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.

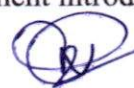
## **13. Other Matters**

**13.1** Earnings for royalty, revenue sharing, etc. shall be governed by the Intellectual Property Policy.

**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 institute share is limited to 20% 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) Intellectual Property Policy has been formulated for the institute.
- 8) Any conflict of interest shall be addressed according to the statement introduced.

  
Principal  
Narula Institute of Technology  
81, Nilganj Road, Agarpore  
Kolkata-700 108

## 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 Avinashilingam 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

### Corrigendum:

#### Financial Initiative to Women Faculty

In an endeavor to encourage the women researchers and faculty members in the domain, the Institute's share for Intellectual property will be limited to 10% under both Category E & Category T. Moreover, the Institute's share for consultant's earnings (i.e. 10% of project cost) shall be waived off in the term of an incentive.

  
Principal  
Narula Institute of Technology  
81, Nilganj Road, Agarpara  
Kolkata-700 100



## **Amendments in Consultancy Policy (2018)**

Updated and approved by BOG on 15.12.2018 agenda no. 10

The Consultancy policy has been amended in which the IPR Policy is introduced and read as:

### **Preamble**

With the linking of Intellectual Property rights with the domain of Research and Development, Narula Institute of Technology is pleased to adopt the Intellectual Property Policy, to encourage and facilitate the faculty members and the innovators of tomorrow.

### **Clause 1**

All the students and staff of the Institute is free to seek protection for their innovations under the terms of patents and copyrights.

Professional assistance and aid for expenses shall be provided by the Institute.

### **Clause 2**

According to the rules imposed by the institute, the researchers are free to publish their works in books, journals, etc.

Copyright for the thesis shall be held by the student as well as the guide.

The royalties for such publication shall be retained by the students and their guide.

Copyright for any software/program developed by the researchers of the institute shall be held by them, with an additional requirement for proving one royalty-free copy of the same to the institute for academic purposes. The Institute will hold the publicity rights.


### **Clause 3**

In case of International fillings or involvement of foreign countries in the project, the Institute is free to make necessary changes and decide based on that particular case. An individual committee may be created for this purpose.

### **Clause 4**

All the applications related to patent registration shall be completed in the name of the inventor and the address and affiliation of Narula Institute of Technology shall be mentioned.

Amended & Approved by BOG  
Dated on 15/12/2018  
Under Agenda No. 10

  
Principal  
Narula Institute of Technology  
81, Nilganj Road, Agarpara  
Kolkata-700 108





The innovators will have the freedom of licensing their products, commercialization and use them for future ventures.

#### **Clause 5**

In case of multiple innovators registering for the same patent, any conflict of interests and revenue pattern must be solved and documented in the form of a written agreement, at the time of signing MOU, to be duly reflected in the signed memorandum.

#### **Clause 6**

The institute may take charge to abandon or ask for expenses to the innovator(s) to maintain the project if it is not licensed or commercialized within five years of signing the agreement.

#### **Clause 7**

The innovators may look forward to entrepreneurship or personal ventures with their innovations.

The working staff of the Institute may promote or assist the innovator personally without any effect on the ongoing research works.

Students can opt for personal ventures in the mode of part-time only to maintain their academic performance and attendance.

#### **Clause 8**

All the Intellectual Property Rights will belong to the sponsor if it is a sponsored project. The innovators have the choice to publish their names in patents, journals, etc. but the commercial rights will be reserved by the sponsor.

#### **Clause 9**

The products invented must be commercialized or used for personal ventures strictly adhering to the Brand guidelines of the institute. Violation of any rule will lead to the commencement of legal action by the Institute.

#### **Clause 10**

Any required amendments to the policy shall not affect the agreements which are already signed.

  
Principal  
Narda Institute of Technology  
81, Nilganj Road, Agartara  
Kolkata-700 100