

# CONSULTANCY POLICY FOR UNIVERSITY DEPARTMENTS



**THIRUVALLUVAR UNIVERSITY**  
**SERKKADU, VELLORE – 632 115**

## **PREAMBLE**

Thiruvalluvar University was instituted in 2002. The University has the jurisdiction of five districts, namely, Vellore, Tiruvannamalai, Kallakurichi, Cuddalore and Villupuram. The University shifted to its present premises in 2010 and obtained 12 (B) Status in 2014. The University was accredited with 'B' Grade by NAAC in 2018.

Being a young University, it has seven departments: Tamil, English, Economics, Mathematics, Biotechnology, Chemistry and Zoology. It offers Post Graduate, Master of Philosophy and Doctor of Philosophy Courses with a total students strength of around 630.

All the five districts within the jurisdiction of Thiruvalluvar University are predominantly agriculture based with a few pockets of industries such as National Lignite Corporation (NLC) in Cuddalore District and Bharat Heavy Electricals Ltd., (BHEL) and Leather tanning industries in Ranipettai of Vellore district. Hence, the need for providing the consultancy services by Thiruvalluvar University predominately in the field of agriculture and agro based industries.

Consultancy is essentially a knowledge based profession and consultants play an important role in technological, industrial and economic developments and are effective agents of change in the society. Over the years, consultancy capabilities have grown in several sectors, public and private and more recently a number of foreign consultants have also started operations in India. However, the domestic consultancy capabilities need to be strengthened and skills be upgraded continually in several sectors, since the consultancy profession growth in India has not kept pace with the industrial and economic developments over the years. Consultancy plays an important role in providing a competitive edge to an organization. The intangible assets of an organization such as technical know-how and expertise of the staff, are today, often more valuable than its physical assets. Over the last decade, appreciation of the commercial value of technical

know-how has grown both within the academic community and in the society at large. The pace of development of the human mind, resulting in new and useful inventions, initiated a need for a central policy in determining the course of the creation, protection and commercialization of technical know-how in the University in the form of consultancy services which are now not only being used as a tool to share the knowledge, generate revenue but also to build strategic alliances for the socio-economic and technological growth. Keeping in view the importance of higher education in spawning societal changes and transforming the economic fortunes of a country by emphasizing innovations, Thiruvalluvar University has taken several measures for promoting innovative research by encouraging inter-disciplinary research through inter- university, intra-university, university-institute and university-industry collaborations.

Hence the need for a Consultancy Policy. The rules laid down in the document are expected to fulfill the commitment of the University to promote academic freedom and provide a conducive environment for research and development of commercial importance.

### **Guidelines for undertaking Consultancy work by the Academic and Technical staff of Thiruvalluvar University**

1. The Academic/Technical Staff (henceforth to be called as staff), who are class A Officers of the University, may undertake consultancy or provide technical services to industry and other organizations, utilizing if necessary, the facilities of the University.
2. The services/consultancy provided may be of the following types:
  - (a) **Institutional Consultancy:** Institutional Consultancy relates to advice rendered to an industry/organization or work done for them, by a Department/group/ individual on behalf of the University.
  - (b) **Individual Consultancy:** Individual Consultancy relates to consultancy or work undertaken by an academic staff member in his/her individual expertise.

- (c) **Technical Consultancy:** Technical Consultancy relates to providing of routine technical data/information, analysis etc. and to fabrication of equipment etc. which does not require interpretation.
- 3. Any consultancy work shall be undertaken with the approval from Vice Chancellor.
  - 3.1 While approving of a consultancy proposal, the following will be taken into consideration:
    - (a) The normal duty of the individual staff member and the interest of the Department do not suffer.
    - (b) An individual staff member has to undertake consultancy work with prior permission from the Head of the Department and Vice Chancellor.
    - (c) The total annual income of an individual from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.
- 4. While working out the cost of consultancy project, the following be taken into consideration.
  - 4.1 The cost of consultancy work shall be given under the following heads:
    - a) Intellectual / Expert fee
    - b) Manpower
    - c) Transport
    - d) Field work
    - e) Equipments / Machineries
    - f) Contingency
    - g) Miscellaneous
  - 4.2 T.A and D.A are applicable as per the Government norms / agreement with the client.
  - 4.3 GST is applicable as per Government norms.
  - 4.4 The norms of the University are applicable from time to time.
- 5. The client shall pay the total project cost in advance to the University or atleast 70% of the total cost of the consultancy work. In case of Government agencies, the Government norms are applicable.

6. Once the terms of consultancy have been approved along with the Consultant Certificate as given in Annexure-I, contract signed and advance received, it becomes the duty of the Principal Consultant to ensure satisfactory progress and completion of the project in time. For this purpose, he may make temporary appointments of full time or part time staff for a period up to one year, draw advances and make expenditure in accordance with the requirements as the project progresses. Vice Chancellor's approval will be required for appointment of staff for the Consultancy.
7. The distribution of consultancy amount received will be as under.
  - 7.1 For consultancy work, 70% of the amount received will be paid to the consultant(s) and 30% will accrue to the University.
  - 7.2 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will be paid to the Corpus Fund "Development Fund" and 50% will be available to the department concerned for the purchase of equipment / material / repair of the existing equipment/ maintenance of laboratory infrastructure or for any academic activity/ industry participation activity, upon request by the department.
  - 7.3 The amount to be distributed to the staff will be as per recommendation of the Principal Consultant approved by the Vice-Chancellor.
8. Examination duties, delivering special lectures, participation in University, College, Public Service Commission Selection Committees and membership Board of Directors of Companies are not included in consultancy services.
9. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultant and the University) of a fixed percentage (to be decided by the Vice Chancellor) will be paid to the University by the client.
10. At the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project and the audited statement of accounts will be submitted to the University.
11. The conduct of consultancy work should be in accordance with the moral and ethics of the University.
12. In case of any ambiguity, the decision taken by the Vice-Chancellor will be final.

## ANNEXURE – I

### Consultant Certificate:

- Certified that this consultancy assignment shall not clash with my teaching in the department or any other official duty at the University.
- That the interest of my department/University shall not suffer academically and financially.
- That the total annual income of my all consultancy work shall not exceed my total emoluments for six months in the calendar year.
- The conduct of consultancy work should be in accordance with the moral and ethics of the University.

\_\_\_\_\_  
(Consultant's Signature)

Address (Office)

(Residence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail ID :

Phone No. :

Recommendations of Head of the Department

Signature with official stamp

**Registrar**

**Vice-Chancellor**

On Letter Head of the Company/ Industry  
Sanction/Agreement letter for Consultancy Project

To  
The Registrar  
TVU

As per the consultancy policy of Thiruvalluvar University, Vellore, We.....  
(mention name of the company and what their focus)

.....  
We are happy to give an Industrial consultancy project on “.....”  
with objective of .....(Details of the project Annex1). The total budget  
is .....(Rs.) for a duration of .....(from.... to....) is for the  
development and validation of the product/Research.

Hereby we would like to assign this project to Principle Investigator  
Dr.....and his team on this collaborative consultancy research work.

Authorized Signature of  
the Company/Industry

Authorized signature of  
Consultancy services of Thiruvalluvar University, Vellore

## Thiruvalluvar University Consultancy Project Completion

As per the consultancy policy of Thiruvalluvar University, Vellore the industrial / company consultancy project entitled \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ref. No. \_\_\_\_\_]

Assigned to Principal Investigator \_\_\_\_\_

\_\_\_\_\_ and his team has been completed within the stipulated period.

Authorized signature of  
Consultancy services of Thiruvalluvar University,  
Vellore