



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India

Consultancy Policy of the Institute

2017-2018

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1.Preface

Considering the vision and mission of Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, one of the major research policies includes consultancy assignment apart from active research and teaching. The Institute strives to promote and enhance the external profile and the societal impact of the Institute includes the expertise and research inclination of the faculty members. This creates mutually beneficial opportunities for collaborative research and consultancy services. The consultancy projects and services enrich and broaden the professional experience and knowledge of the teaching faculties. Consultancy services in an academic environment functions as a tool for contributing to the national economic growth.

2.Definition of Consultancy Services and Projects

This includes an assignment or job basically for providing expert advice, problem solving, targeted training, testing and laboratory based experimental work, market research and survey. The faculty member of the Institute or the department involved in consultancy are referred as consultants and the industry or private party or any other outside agency seeking consultancy is referred as the beneficiary.

3.General Principles of Consultancy

1. A consultancy work may be undertaken by the faculty members in their area of expertise.
2. The consultancy services should be undertaken only with prior permission of the Institute.
3. It should not interfere with the discharge of prime duties of the consultant- the faculty member or the department.
4. Consultancy services should not be in conflict with the interest of the Institute.
5. In the context of consultancy services, the consultant should not directly or indirectly get associated with any activities which may be unethical or inappropriate.
6. The two types of consultancy are Individual Consultancy and Institutional Consultancy. Individual Consultancy is offered by a faculty member in her individual capacity. Institutional Consultancy is offered by a team of faculty members from the same discipline or different discipline of the Institute.
7. 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.

4. Institutional Policy on Revenue sharing

The consultancy fees for the consultant should be mentioned in the budget proposal submitted by the beneficiary and should be approved by the Registrar.

The distribution ratio of the consultancy fee is 60:40 for individual consultancy services or projects and 50:50 for Institutional consultancy services or projects. The Institute share and the consultant share should be collected as separate demand draft .

5.Nature of tasks considered for Consultancy

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

6.General Procedure

- (i) Consultancy proposal should be received (from the beneficiary) by the consultant (individual faculty member or the department)
- (ii) The proposal should be submitted (Annexure) to the Head of the Institution (HoI) and the Head of the Department (HoD).
- (iii) HoI/HoD will examine the proposal and submit it along with their recommendations to the Registrar.
- (iv) The higher authorities will consider the following aspects before recommending the proposal:
- ❖ Extent to which the consultancy work will be undertaken by the faculty or the department in addition to their normal duties and work load.
 - ❖ During the days of Institutional commitments, the consultants should not neglect their duties and concentrate on consultancy work alone.
 - ❖ The consultancy fees should be carefully proposed in the budget submitted by the beneficiary.
 - ❖ The entire consultancy service or project should be focused on the interest of the Institute in the long run.
 - ❖ 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.
- (v) The Registrar will issue the approval letter after getting the consent of the competent authorities
- (vi) The consulting commitment should not exceed 30 days in an academic year for the faculty member or the department.
- (vii) A Memorandum of Understanding should be signed between the beneficiary and the consultant before undertaking the consultancy assignment.

Disclaimer:

Registrar's decision will be final and binding in all matters regarding research.

7. Forms and Formats

Approval for Consultancy Projects / Services submitted to Avinshilingam Institute for Home Science and Higher Education for Women, Coimbatore- 641043

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 Avinshilingam 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
Name of the Consultant Designation Institute
Signed Dated.....
7. Recommendation of HoI/ HoD
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

Head of the Department