



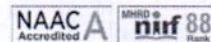
VIGNAN'S

Foundation for Science, Technology & Research

(Deemed to be University)

-Estd. u/s 3 of UGC Act 1956

National Level Accreditation



PROCEEDINGS OF THE REGISTRAR

F.No.VFSTR/Reg/A1/58/2018

Date: 03.07.2018

Sub: VFSTR - Revised Consultancy Policy - orders- issued.

Ref : Minutes of the 28th Board of Management meeting held on 23.06.2018

VFSTR - REVISED CONSULTANCY POLICY

ORDER

1. Introduction

Considering the vision and mission of Vignan's Foundation for Science, Technology & Research (VFSTR), one of the major research policies includes consultancy assignment apart from active research and teaching. The VFSTR 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 VFSTR or the department involved in consultancy are referred as consultant and the industry or private party or any other outside agency seeking consultancy is referred as the beneficiary.

3. Objectives

- To provide technical solutions to problems
- To improve efficiency of operations and to provide specialized trainings.
- To upgrade the processes and systems
- To provide specialized equipment and testing facilities available with the institute
- To provide research expertise and optimize programming solutions to the App based consultancy works.

4. General Principles of Consultancy

- A consultancy work may be undertaken by the faculty in their area of specialization.
- The consultancy services should be undertaken only with prior permission of the VFSTR.
- It should not interfere with the prime duties of the consultant- the faculty member or the department.
- Consultancy services should not be in conflict with the interest of the VFSTR.

- In the context of consultancy services, the consultant should not directly or indirectly get associated with any activities which may be unethical or inappropriate.
- The two types of consultancy are individual consultancy and institutional consultancy.
- Individual consultancy is offered by a faculty member in his/her individual capacity. Institutional consultancy is offered by a team of faculty members from the same discipline or different discipline of the VFSTR.

5. Proposal Screening and Progress Report

- Consultancy proposal should be received (from the beneficiary) by the consultant (individual faculty member or department)
- The proposal is to be submitted to the Dean R&D through the Head of the Department.
- The charges on each consultancy service is decided on a case by case basis by the Dean R&D.
- Dean R&D will examine the proposal and submit their recommendations to the Registrar.
- 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 fee 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 VFSTR in the long run.
 - All issues related to the execution 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.
- The Registrar will issue approval letter after getting consent from the Vice-Chancellor.
- The consultant has to submit final report along with audited statement, utilization certificate and completion certificate from the client in the office of Dean R&D at the time of completion of consultancy project.

6. Policy for Revenue Sharing in Consultancy

In view of encouragement, the net revenue generated from the consultancy services will be shared between employee(s) and the Institute in the ratio of 70:30.

The revenue sharing with the concerned executives is a continuing process based on completion of works, realization of amounts etc.

7. Standard Terms and Conditions

Reports: Any test or other consultancy report given by VFSTR will be based on work performed according to available standards. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from VFSTR.

Payment: The payment of consultancy work to VFSTR is to be made in advance and in full before the start of the project, through online transfer / DD / cheque. The charges will also include any applicable tax as prescribed by the Government of India from time to time.

Termination: The consultancy project work may be terminated by either party by giving the other party a notice period of 30 days.

Intellectual Property Rights: All rights pertaining to any intellectual property generated / created / invented in the execution of the project, will be the joint property of VFSTR and the consultant(s). Licensing for commercial use of IPs resulting from consultancy works will be jointly decided. The cost for patent filing, examination and protection shall be decided agreed upon mutually. In a case where the client is not willing to undertake the commercial exploitation for a period of two years from the date of development of the technology, VFSTR shall have the right to transfer the IP to a third party for commercial use.

Publication: Publication from consultancy work shall include the faculty affiliation and acknowledge the facilities used from the VFSTR.


Royalty: Out of the sales made for a patent emerging from consultancy work, an annual royalty of a fixed percentage (to be decided by the VFSTR and client) will be paid to the VFSTR by the client.

Resolution of Disputes: Any disputes arising out of the project shall be amicably settled by both the organizations. The arbitration power shall lie with Registrar, VFSTR in case of any dispute and the decision taken by the Vice-Chancellor shall be final.

To
All Deans and HoDs
All faculty members

Copy to:

PA to the Vice-Chancellor
Assistant Registrars / Web Developer


REGISTRAR
VIGNAN'S FOUNDATION
FOR SCIENCE, TECHNOLOGY AND RESEARCH
(Deemed to be University)
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