



**VIT-AP**  
**UNIVERSITY**

**Policy On  
Sponsored Research & Industrial Consultancy**



**VIT-AP University, Amaravati**  
**November 2021**

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## **List of Abbreviations and Nomenclature**

<b>BOM</b>	<b>:</b>	<b>Board of Management</b>
<b>CG</b>	<b>:</b>	<b>Core Group</b>
<b>PI</b>	<b>:</b>	<b>Principal Investigator</b>
<b>SA</b>	<b>:</b>	<b>Sponsored Research</b>
<b>Co-PI</b>	<b>:</b>	<b>Co-Investigator</b>
<b>CSIR</b>	<b>:</b>	<b>Council of Scientific and Industrial Research</b>
<b>DST</b>	<b>:</b>	<b>Department of Science &amp; Technology</b>
<b>FIST</b>	<b>:</b>	<b>Funds for Improvement of S &amp; T infrastructure</b>
<b>IPR</b>	<b>:</b>	<b>Intellectual Property Rights</b>
<b>MoU</b>	<b>:</b>	<b>Memorandum of Understanding</b>
<b>QIP</b>	<b>:</b>	<b>Quality Improvement Programme</b>
<b>RA</b>	<b>:</b>	<b>Research Associate</b>
<b>JRF</b>	<b>:</b>	<b>Junior Research Fellow</b>
<b>SRF</b>	<b>:</b>	<b>Senior Research Fellow</b>
<b>Dean</b>	<b>:</b>	<b>means Deans of Various Schools</b>
<b>HoD</b>	<b>:</b>	<b>means in charges of UG and PG programmes</b>
<b>ISP</b>	<b>:</b>	<b>Industry Sponsored Projects</b>
<b>CC</b>	<b>:</b>	<b>Completion Certificate</b>
<b>IP</b>	<b>:</b>	<b>Intellectual Property</b>
<b>PCR</b>	<b>:</b>	<b>Project Completion Report</b>
<b>PIR</b>	<b>:</b>	<b>Project Initiation Report</b>
<b>SpoRIC</b>	<b>:</b>	<b>Sponsored Research and Industrial Consultancy</b>
<b>VADF</b>	<b>:</b>	<b>VIT-AP Development Fund</b>

## **VISION**

We shall transform high education and contribute to the improvement of life itself by application of knowledge.

## **MISSION**

We shall improve the world through transformative education and impactful research by:

- Fostering intellectual, empowered, accountable and caring workforce
- Producing outstanding graduates who are knowledgeable, creative and compassionate
- Impacting industry and society through innovative and collaborative work

## **CORE VALUES**

- Student–Centered Environment
- Transformative Leadership
- Teamwork
- Striving for Excellence
- Respect and Inclusion
- Sustainability
- Creativity
- Accountability and Integrity
- Cleanliness

## **MOTTO**

Apply Knowledge. Improve Life!

## 1. Introduction

VIT-AP University was established in 2017-18 to create excellent engineers of high caliber and good ambiance for carrying out fundamental and applied research. Keeping these objectives in mind, VIT-AP University has designed a novel choice-based curriculum with additional flexibility to pursue innovative ideas. VIT-AP University offers outstanding education that promotes students' holistic development through various Undergraduate, Postgraduate, and Ph.D. programmes. The curriculum focuses on both fundamentals, recent advances in Engineering Technology, Sciences, and applications based on the current needs of the industry.

In addition to these academic programmes offered at VIT-AP University, the University encourages faculty and students to undertake academic and sponsored research. One of the major drives of the University is to harness the full potential of undergraduate and postgraduate students in research and consultancy, for which a good support system in the form of need grants is in place. By this, the students will develop capability in solving real-time problems faced by any industry. Active research is being carried out in different areas such as Renewable Energy Technologies, Microgrids, Smart grids, Power electronics, Converters, Modern Control Systems, VLSI Design, Robotics, and Artificial Intelligence, Material Technologies, Cyber Security, Data Analytics, Image processing, computational fluid dynamics, and signal processing applications. The University has more than adequate research infrastructures such as adequate internet bandwidth, sophisticated equipment, 24 x 7 uninterrupted power supply, and well-designed laboratories.

The University provides research fellowship to all the full-time research scholars with some contingency amount for their research needs. Furthermore, the University aims to improve the Industry-Academic interaction and inter-university partnerships through collaborative R & D projects and sponsored research projects. This will help get enough visibility to the University at the national and international levels, and ultimately it may be placed on the global research map. Furthermore, on the laboratories set up with funding from sponsored research projects, consultancy work for the industry can be carried out to generate adequate revenue for the University in the long run. With this backdrop, VIT-AP University established a full fledged Sponsored Research and Consultancy to provide administrative and managerial support for the University's Sponsored Research and Industrial Consultancy.

## 2. Terminology

**2.1 Sponsored Research Project:** Projects sanctioned by Government, public, private, industry, National, and International Universities or agencies and which are submitted as per the guidelines of the sponsor. The sponsor fixes the time and cost.

**2.2 Principal Investigator / Investigator In-charge (PI)** – A regular faculty with adequate expertise in the area of the project proposal is a Principal Investigator (PI). He is involved in all the discussions and communications with sponsors and participates in the project's presentations to sponsoring agency. For any administrative reasons, the Director, Sponsored Research & Industrial Consultancy (SpoRIC), in consultation with the Vice-Chancellor and Dean of the School, can or may nominate a faculty as PI.

**2.3 Co-Investigator (CPI):** The PI co-opts some other faculty as a team to carry out the project. PI and Co-PI are jointly responsible for completing the project and submitting all accounts and utilization reports to the SA.

If the PI leaves the Institution or goes on long leave, the Co-PI assumes the charge of PI with the approval of the Director (SR) and SA.

**2.4 Project Staff:** All staff technical/scientific staff given in the project proposal approved by SA only. The duration of the project staff is till the project completion. The project staff is not considered as University employees, either part-time or full-time.

**2.5 Consultancy:** Specific problems suggested by Industry / Govt / Private agencies on a time-bound basis. The terms of reference on sharing the consultation fees between University and faculty are separately given as per the norms of the VIT group of Institutions.

### **3. Sponsored Research & Industrial Consultancy Activities (SpoRIC Activities)**

The following proposals are construed to be SpoRIC activities.

- a) Sponsored Research projects sanctioned by internal/external agencies.
- b) International Research collaborations deal with the international funding source.
- c) Industry-sponsored projects from industry and consultancy undertaken with industry.
- d) Organizing International conferences/seminars/symposiums/workshops / continuing education programmes by the departments/schools to disseminate knowledge related to sanctioned projects.
- e) VIT-AP sponsored projects with seed money sanctioned to carry out a preliminary investigation.

#### **3.1 Research Grant in Engineering Management & Sciences (RGEMS)**

- The University gives seed money to new faculty for initiating research with expected research output and with the condition that based on the project's preliminary results, the faculty should submit a major research project for the public, private industry funding.

- The faculty should submit the research proposal with a duration of one year indicating the exact problem to be investigated, methodology, and expected outcome to the Director, SpoRIC. All Proposals will be presented in front of the RGEMS review committee. The RGEMS Review committee suggestions are incorporated with the proposal by the faculty before the final submission to Director/Deputy Director SpoRIC.
- The proposal will be presented by the faculty before the RGEMS Review committee constituted by the Vice-Chancellor. The committee consists of the following members.
  - a) Vice-Chancellor, Chairman
  - b) Dean Academic Research
  - c) Director SpoRIC
  - d) Deans of Schools
  - e) Admin Coordinator – VC Office,
  - f) Deputy Director – IIC/TBI
  - g) Deputy Director SpoRIC

Deputy Director SpoRIC shall be Member Secretary for all the meetings.

- The quantum of the grant may vary from Rs. 1 lakh – 2 lakhs depending on the complexity of the project as recommended by University Level Committee through the review of the proposals.
- The project may also have a PI & a Co-PI.
- Generally, preference will be given for inter-disciplinary and multi-disciplinary research proposals.
- The University level committee will recommend the faculty submit a major research proposal to the sponsoring agency if the project's output is satisfactory and results are of some importance to a big research problem.
- The RGEMS committee shall monitor the project's progress every three months, and the committee submits a report to the Vice-Chancellor.
- Seed grant proposals should yield at the end of the period 1-2 Scopus Indexed research publication or major project to be submitted to SA.
- Faculty members can get at most two Seed grants during their stay in the University.
- Under normal circumstances, the project under seed money grant will not be extended beyond one year. PI should substantiate with justification for the extension of not more than six months, provided the renew committee recommends such extension.

### **3.2 Sponsored Research Projects: Responsibilities of PI**

Sponsored projects are granted by the public, private, industry, agencies of fixed duration on cost. The PI does not charge any honorarium/consultation fees for the sponsored project. PI is solely responsible for spending the quantum of grants and submitting periodic reports utilization statements as of and when required by the sponsors. For the sponsored projects from the industry or other private agencies, any balance funds will be surrendered to the university/Sponsoring agency at the end of the project. If the agency permits to retain the unspent balance, the Dean of the respective schools may request this amount to be spent for the development activity of the School / department if approved by the Vice Chancellor. In other Government-sponsored projects, the un-utilized funds should be returned to SA after the audited statement of accounts.

#### **3.2.1 Collaborative Projects**

Investigators with links to other National / International institutes can submit collaborative projects. In such a case, Faculty should identify and state the portion of the overall project along with a separate budget and the scope of the work to be carried by the faculty at the University. The University shall consider the portion of the project as a sponsored research project and necessarily follow the SpoRIC guidelines.

### **3.3 General guidelines**

The Faculty members, while applying for the projects, should follow the guidelines meticulously.

- Faculty should go through the guidelines and formats of each funding agency and accordingly submit.
- While proposing the fund requirements for carrying out the project, the following budget components may be considered.
- Equipment
- Consumables
- Travel (domestic, International)
- Salaries of project staff
- Contingency
- University overheads
- All project proposals complete in all respect are to be submitted to Director SpoRIC for forwarding the same to the appropriate agency after getting the statutory approvals.

- Once the project is approved, it is given a unique ID. This ID should be used for all official purposes in correspondence with the University authorities and sponsoring agency.
- The Sponsored project with the industry will be governed by the MoU between the University and the Industry. The guidelines for drafting MoU are available with the University.
- The project will commence once the PI/university receives the sanction letter if the funding is from the Government or the partial/full fund from private agencies.
- The PI is expected to follow the University guidelines for purchasing equipment after getting approval from the Government / sponsoring agency. The equipment or consumables will be maintained in the separate stock register.
- All purchases should be placed before the purchase committee constituted by Director SpoRIC / Registrar for each project of necessary or a common purchase committee at the university level. If it is a joint purchase committee, the committee can invite subject experts related to the project as special invitees.
- A review of the sanctioned projects will be conducted by RGEMS review committee.
- After the project's completion, PI's responsibility is to send the completion report, audited statement of expenditure, and utilization certificate to the sponsoring agency through the Director SpoRIC. In addition, a soft copy of the same is to be submitted to Director SpoRIC Office.
- PI should obtain a completion certificate of the project from the sponsoring agency and non-consumables one to be transferred to the central stock register. Thus, the equipment will be a part of the department's laboratories with necessary entries in the stock register.
- Director SpoRIC, based on these documents, sends a report to the Vice-Chancellor indicating that the project is closed.
- Collaborative projects between two or more Institutions can be submitted after the approval of the competent authorities of the University through Director SpoRIC. The PI of the collaborative projects should follow the guidelines of funding agencies or host university. If the project is completed, the complete report will be prepared by the host University PI, and the copy of the completion report is to be submitted to the competent authorities of the University through Director SpoRIC.
- In industry-sponsored projects, the industry has to nominate one or more persons from their organization who can interact with PI in implementing the projects. If the industry deputed one person to the University for implementing the project, the associated costs will have to be taken care of during the formulation of the project.

- SpoRIC office helps the PI's recruit the various categories of staff required for the approved project if included with the original proposal.
- Regular selection procedures are to be followed.
- Recruitments to project staff can be made through campus announcements, advertisements in newspapers, if sufficient funds are available, and circulation to other Institutions.
- The Industry Sponsored Projects (ISP) should adhere to the University's guidelines given for sponsored projects. If a minor deviation is required, the heads of the University will have to agree and document the changes in the procedures.
- The periodic review of the ISP's will be done as per the guidelines of SpoRIC, but the industry nominee will be a part of the review committee.
- Any patent or innovation will be a joint effort, and they should have the name of the University.
- If more than one industry is involved, all will have equal rights as speculated in the MoU to be signed at the time of sanction of the project.
- The project termination can be done only on mutual agreement or as per the guidelines of MoU signed before executing the project.

#### **4. CONSULTANCY PROJECTS**

VIT-AP University endeavors to encourage its faculty members to undertake consultancy projects with other institutions and other NGOs to expand and fortify the research profile of the University and to create a new knowledge, widen the current knowledge and experience of faculty in consultancy. VIT-AP University recognizes that consultancy work and external activity undertaken by faculty shall form an important and valuable part of its functions.

VIT-AP University believes that this is the important part of knowledge exchange which would go to yield mutually beneficial results for the University as well as external organizations. Keeping in mind the philosophy, VIT-AP University has established this policy to support faculty and students in carrying out the consultancy. The basic idea of the policy is to provide required information about consultancy and ease the process of undertaking consultancy. This policy is a part of HR policy of VIT-AP University and therefore forms part performance appraisal of the faculty. VIT-AP University recognizes the value of this work and rewards the faculty with a successful completion of the consultancy. Further faculty also develop contacts with these bodies. This consultancy provides the faculty with the practical knowledge which could be imparted to students. Lot of case studies can be developed to discuss with students in their lectures thereby the quality of teaching and learning process is enhanced.

Further VIT-AP University wants to be an innovative University aiming to imbibe best practices in the way it engages with external organization. VIT-AP University considers this work as an important channel through which knowledge and expertise can flow to and from businesses and other external agencies and therefore contributes to the development of mutual beneficial relationship with these bodies. VIT-AP University faculty members are expected to undertake consultancy and other similar works without detrimental to the interests of VIT-AP University. It is expected that this type of Industry Consultancy will increase the professional and academic competence and experience of the faculty members and would provide them a continuing professional education opportunity. This interaction will also increase research opportunities, student admissions and placements and ultimately help VIT-AP University to achieve knowledge exchange for the benefit of our country. This may also generate additional income for the faculty members and increased funding for VIT-AP University.

#### **4.1 Guidelines**

Consultancy project/task/work is the work of a professional nature undertaken by VIT-AP University Faculty in their field of expertise for external clients outside the Institution for which payment is generally received. Consultancy will provide some form of agreed output which may be partly or wholly owned by the client. It tends to be governed by the short term contracts and involves extra work for existing staff rather than the employment of new staff. Consultancy may be extended for extended activities owned / may be owned by VIT-AP University. The activities owned by VIT-AP University can give some tasks / work to the staff of VIT-AP University as in house consultancy and may be brought under these guidelines.

##### **4.1.1 Recommending Authority / Approver**

- Recommending authority / Approver means the delegated officer who is generally the HoD /Dean/Director SpoRIC or any authority nominated by the management of VIT-AP University who is responsible for recommending the Consultancy projects after giving the approval for the same.
- The consultancy may be undertaken by an individual faculty or a group of faculty member of the department / other departments if required by the nature of the project within the terms of the members of staffs contract of employment. However, the contractual relationship is between the client and VIT-AP University and with individual faculty. The office of SpoRIC would enter into the written agreement with the client if the consultancy project is suitable or in line with the overall vision and mission of VIT-AP University.

#### **4.1.2 Personal or private consultancy**

It will be permitted by VIT-AP University without any dislocation of their normal duties of the University. However, the payment for the consultancy rendered on personal basis shall be remitted by the client directly to the account of VIT-AP University only. It is expected that the employee must make sure that the external party is aware of this. In this case the individual acts entirely in a private capacity and has no legal link with the University. No liability passes on to the University and none of the University resources may be used for this activity. Examples of such resources, equipment and machinery, any consumables, chemicals, cutting tools, welding rods, electronic and electrical components, other staff and their expertise. The personal consultancy should also follow and VIT-AP University Intellectual rights policy. Personal consultancy must be undertaken outside normal working hours and duties.

**Note:** If an initial enquiry for consultancy work is made to a member of faculty through their VIT-AP University address, telephone or email address then this shall be construed as VIT-AP University Consultancy only and would not be considered to be Private Consultancy. However, the investigator has to take prior approval from Vice-Chancellor.

#### **Personal consultancy will not be allowed typically in the following circumstances:**

- When the Consultancy services are to support projects, such as research projects, which are already being conducted at VIT-AP University;
- When such consultancy would contractually preclude VIT-AP University or its faculty from engaging in other research or other consultancy;
- When there is any potential to bring VIT-AP University into disrepute;
- Whether the proposed personal consultancy will impact on the individual's work with VIT-AP University
- To protect the available Intellectual Property of VIT-AP University.

#### **4.1.3 VIT-AP University Consultancy:**

“VIT-AP University Consultancy” means consultancy work undertaken by an individual academic, or other members of faculty/staff (including technicians), or a team of collaborators, departments, or schools, on behalf of VIT-AP University. Such consultancy will be undertaken within the terms of the member of faculty/staff's contract of employment. In this case, the contractual relationship is between the client and VIT-AP university and not with the individual faculty/staff. In this case, the office of the Sponsored Research and Industrial Consultancy would enter into a written agreement with the Client.

#### **4.1.4 Retainer Consultancy:**

**Retainership:** In case the client offers to pay a salary or fee to avail the services of the consultant and co-consultant, the retainership may be accepted with the written permission from the respective School Dean and Director- SpoRIC. The Retainer fee thus earned will be shared by the consultants and VIT-AP University as per university norms. The consultant may engage fulltime with the client during his/her summer/winter vacation with the written permission of the Dean/Director/Section Heads and Director- SpoRIC

These are consultancy assignments in which the client seeks the technical advice of the faculty. This may be carried out either at the Institute or at the premises of the client, and no Institute facility is utilized. The following are the special features of this type of consultancy.

- i. The consultancy charges are worked out on man day basis, consultancy charges will be decided by consultant and client.
- ii. The number of days required and consultancy charges will be mutually decided by the consultant and the client.
- iii. No other expenditure is permissible in these projects.
- iv. The client shall meet all the travel, boarding and incidental expenses of travels undertaken for the project work.

#### **Exclusions:**

This policy does not apply to those activities, which may be paid or unpaid, and which are in furtherance of scholarship or general dissemination of knowledge, such as but not limited to:

- Authorship of or royalties from publication of books
- Research, training and teaching
- Guest lectures, serving on Scientific Advisory Boards, Research Councils and Professional Associations and Statutory Bodies
- Service on charitable committees
- External examiner duties
- Lecture tours and conference presentations or attendance
- Editorship of academic journals or publication of academic articles
- Professional arts performances
- Duties assigned by Government of India agencies such as AICTE, NBA, NAAC, UGC and any other Govt. agency
- Any other activity as defined by the job description of the faculty.

## **4.2 Approvals**

- The decision to accept a proposal to undertake consultancy activity is not automatic and various factors will be considered for arriving at the decision.
- In case of any ambiguity whether a proposed work constitutes consultancy, faculty should seek advice from their Head of Department / Dean / Director as appropriate. The office of the SpoRIC will provide clarifications wherever necessary to Head of Department / Dean / Director as appropriate, in reaching a decision about the classification of a particular piece of work. In case of any difference of opinion, the final decision shall however rest with the Vice Chancellor.
- Prior approval in writing shall be obtained by the Faculty for all consultancy work, whether VIT-AP University or Private.
- VIT-AP University reserves the right to reject any consultancy, without assigning any reasons.
- It is the responsibility of individual faculty to maintain their records and ensure it is signed by the appropriate authority
- Any faculty found violating the Policy is liable to face disciplinary action.

## **4.3 Recording**

Agreement and recording of consultancy activity are essential to:

- Enable VIT-AP University to meet formal monitoring and reporting requirements, both Internal and External, current and future, and that may be required by Government or Government agencies.
- Prevent uncontrolled or inadvertent transfer of VIT-AP University's Intellectual Property to a Client.
- Ensure the protection of individuals and VIT-AP University and to identify unduly high- risk projects for special treatment.
- Enable Heads of Department / Schools or equivalent who are responsible for workload allocation for the faculty to ensure that both Private and VIT-AP University consultancy activity undertaken by faculty does not interfere with their normal duties and does not give rise to immediate or potential future conflicts of interest within the faculty terms of employment.
- Safeguard the VIT-AP University's charitable trust status.

#### **4.4 Roles and Responsibilities**

##### **Role and Responsibility of Recommending Authority / Approver**

Recommending Authority shall consider:

- Individual Faculty or School objectives/targets for that year.
- Arrangements in place for ensuring that core activity is not adversely affected by the consultancy.
- Individual workloads.

##### **Approver shall factor:**

- VIT-AP University's strategic objectives for Research and Innovation
- The reputational risks and benefits of engaging in the activity

##### **Recommending Authority / Approver is responsible for**

##### **Recommending Authority Shall:**

- Ensure that the recommended consultancy work is forwarded to the Office of the SpoRIC for approval
- Ensure a register is kept of all consultancy activity within their faculty
- Send an Annual Report of the Consultancy Works carried out in the Department of the Office of the SpoRIC for onward transmission to the Office of the Vice Chancellor. The Annual Report shall be submitted on or before 31st December of each year.
- Where the agreement with the client requires periodic reporting to the client, ensure that the PI complies with the agreement terms and conditions and forward copies of such progress reports to the office of the SpoRIC for review.
- Ensure that the progress of the VIT consultancy is as agreed to with the client, through periodic review of the work of the PI and his team and provide intervention and support as required to ensure that the progress of VIT-AP University Consultancy work is on track.

##### **Approver is responsible for:**

- Ensuring that all consultancy is approved in accordance with the requirements of this policy.
- Ensure that approval is accorded to the proposal in line with this policy or in case the proposal does not merit approval, return the proposal to the recommending authority with recorded reasons for rejection.

- Where there is any doubt, the Approver shall get the same clarified from the recommending authority.
- Evaluate the consultancy fees proposed by the PI recommended by the Recommending Authority (RA), and where required have the same revised by the PI.
- Where required, conduct discussions and negotiations with the client for the proposed fees and the scope, terms and conditions of the consultancy arrangement.
- Sign the mutually agreed consultancy agreement with the client.
- Forward the agreed consultancy arrangement to the Head of the Department/ Director / Dean as appropriate.
- Arrange to raise applicable invoice/s, through the finance department of VIT-AP University, on the client and follow up for timely receipt of the consultancy fees from the client.
- In case of deviations on the agreement on VIT-AP University's consultancy, for example delay in completion of the consultancy, take up suitably with the client for remedy of the terms and conditions of the agreement.
- Where the scope of the consultancy is sought to be changed by the client, based on the progress of the consultancy, address the same appropriately by modifying the agreement with the client to reflect the changed scope.

Consultancy work which are unsafe or are too complex to handle, because of constraints within academic and research environment of VIT-AP University should not be normally approved. A PI shall be allowed to spend normally one day per working week subject to a maximum of 60 days during the calendar year for consultancy. In no case, the number of working days in a calendar week shall be in excess of two days. In special cases, the time limits can be extended with the written approval of the Vice Chancellor. The Approver shall accord the approval or otherwise within 15 working days of the receipt of clear and complete consultancy proposal from the Recommending Authority. The Recommending Authority shall provide his recommendation or otherwise within 7 working days of the submission of a complete, clear and full proposal by the Principal Investigator.

#### **4.5 Methodology**

- VIT-AP University's Costs identified on the Project Initiation Report (PIR) shall be fully recovered before the following income distribution model is applied.
- Costs shall include such expenses as payments to external consultants' / Industry experts, sub-contractors, procurement costs including costs of materials, leasing of supplies, consumables, etc.

- The PIR form provides recommended rates for consultancy and only in exceptional circumstances (and with the approval of the Pro-Vice Chancellor / Vice Chancellor.) should consultancy be undertaken at below this rate.
- Filled up PIR form should be initiated and signed by the Principal Investigator (PI) and approved by the Head of School and then forwarded to the SpoRIC for further processing.
- It shall be the responsibility of the PI to estimate the time and cost required to accomplish the task.
- Some consultancy work, especially where VIT-AP University's resources are being used (e.g. IP) are more appropriately managed under a separate service contract. In such cases, SpoRIC will enter into a separate Service Contract or Memorandum of Understanding (MoU) with due approvals.
- While entering into consultancy agreements, only the standard contract terms & conditions of VIT-AP University's consultancy agreement model shall be used. This is to ensure that the legal and statutory requirements like applicability of duties, taxes and other statutory levies are complied to by the contracting authority.

The Head of the Department / Dean / Director as appropriate, can recommend work that can be undertaken under the VIT-AP's standard terms and conditions. A copy of the recommendation must be forwarded to the Office of the SpoRIC, together with the signed PIR. Director SpoRIC shall then evaluate the recommendation and shall accord approval in line with this Policy. The information of the approval will be recorded by SpoRIC on the research system. Later, SpoRIC shall arrange for the appropriate information to be sent to finance office to enable invoice(s) to be raised. SpoRIC may be involved in the contract negotiations and shall advise the Head of Department on key issues arising from the terms of the contract. Where issues are considered problematic, approval of the Vice Chancellor/competent authority shall be sought prior to final sign-off. SpoRIC will carry out a review of the Client's terms and conditions, in consultation with the Legal Department of VIT-AP, for acceptance of the Client's terms or request renegotiation. Any Agreement with the Client, outside of the approved Standard Terms and Conditions can be entered into only after approval of the competent authority of VIT-AP and shall be done by SpoRIC.

#### 4.6 Earnings Distribution Model

Distribution model is based on income per consultancy agreement per financial year.

S. No	Earnings	PI & Team **	VIT-AP University
1	Personal Consultancy	70%	30%
2	VIT-AP University Consultancy	60%	40%
3	Testing, Evaluation, Standardization and Calibration	30%	70%
4	Retainer Consultancy	70%	30%

Statutory deductions for income tax and other such taxes will be made, and faculty will receive only the net amount after the applicable deductions. Amounts payable to the faculty cannot be drawn in cash or as a cash alternative for an individual's personal benefit and shall be paid only electronically into the salary bank account of the Individual. The share is exclusive of the salary payable to the Individual. The price of any Consultancy Agreement contract shall be on a contract by contract basis, depending on the nature of the client and project.

In any financial year, a total consultancy income of a staff member permissible under the standard distribution model outlined above shall not exceed the total salary for the year of the Individual where Salary is defined as the Basic Pay + Standard Allowances such as Dearness Allowance. Salary does not include any other payments such as ex- gratia, monetary and non-monetary awards given to the Individual by VIT-AP. Any amount in excess of this prescribed limit, due to a faculty member, will be remitted to the VIT-AP's Development Fund (VADF).

The development of teaching and academic materials and other publications (books and articles) in a Consultancy shall be subject to VIT-AP's Policy on Intellectual Property.

#### 4.7 Clarifications

For all matters not covered in this document, as a general principle, Director, SpORIC may be approached for clarifications required, if any. Generally, all payments for consultancy shall be routed through VIT-AP University only. This means, that whenever payments are done, they should come in the name of the VIT-AP University, electronically into the designated bank account and VIT-AP University will then do the needful for complying with statutory laws and then give the share to the faculty/staff as the case may be. No individual faculty member shall receive any compensation either cash or in kind directly.

- Breakup of the consultancy charges may not be shared with the client. Only a lump sum figure of total consultancy charges may be quoted. However, the working sheet should be maintained as a part of internal records and shall be subjected to Internal Audit as deemed necessary.
- The consultancy agreement shall be in conformity with the laws of India as laid out in the Standardized Terms and Conditions. In exceptional circumstances after due approvals, compliance with both the Countries and/or International laws may be agreed upon.
- The responsibility for completing the project rests solely with the PI. The agreed deliverables are the responsibility of the PIs. VIT-AP University provides the PIs only the necessary support.
- After completion of the project, a final Project Completion Report (PCR) shall be provided to the funding agency and two copies shall be sent to the office of SpoRIC for records.
- A Completion Certificate (CC) should be obtained from the funding agency for successful completion of the project based on which only the project account will be closed by the Finance Department of VIT-AP University.
- Testing & Evaluation services may be offered to meet the needs of governmental and related agencies, special clients and other outside educational institutions.

#### **5. Seminars/Symposiums/Conferences/Workshops**

- For organizing any seminars/symposiums/conferences/workshop whether it is a National/International, with the funding support from central agencies like the request has to be made by HOD/Dean and routed through Director, SpoRIC who may get the necessary approval of the Vice-Chancellor and issue necessary proceedings to HOD/Deans.
- While making a proposal for financial support from Government/private agencies the HOD/Deans of School should apply through Director, SpoRIC for a partial support from the Institute as a seed money.
- After the completion of the events the HOD/Dean should transfer 10% of this total registration fees to the designated account of the Institute.
- The savings if any can be used to create the corpus for the department which could be used for the establishment of professional chairs in the department, Endowment lectures, registrations for international conferences etc. without any financial support from the University.

## **6. Arbitration:**

In case of any special situations in MoU's between faculty members and the organizations, if there are any deviations from the norm of SpoRIC, such deviations must get a prior approval of Director, SpoRIC and the Vice-Chancellor. The University Management's decision is final on Consultant projects. In case of any contradictions, conflicts, discrepancies they should be brought to the notice of Director, SPORIC. If not resolve within ten working days, they may be taken up with the Vice- Chancellor/Competent authority.