



Consultancy Policy

Adopted FEBRUARY 2014
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श्रद्धावान् लभते ज्ञानम्

AMRITA
VISHWA VIDYAPEETHAM
UNIVERSITY

Established u/s 3 of UGC Act 1956

Consultation is encouraged for faculty and research scientists and post-doctoral scholars. Consultation examples involve expert advice, testimony, testing services, help with product/process development for a company, policy and planning, support for collaborations and conferences, project planning, marketing and business analysis and support, modelling and predictive analysis and so on. The purpose of consulting is seen as a service to the community and to the industry and as an outreach activity of the institution. Every consulting activity must be informed to the institution and must be initiated only after approval by Dean of the Faculty through the Head of the faculty's Department. Any use of the institutional facilities, resources, infrastructure and equipment must be appropriately considered as per institutional norms. Hence a proper consultative agreement must be formulated with the institution for each consulting activity to ensure that resources are properly utilized and the institution is in agreement with the nature of the services rendered. The consultancy budget may request for salary to the principal investigator and any other associated staff of the university. Faculty are allowed upto 10% of their full-time equivalent for all of their consultancy activities. Beyond 10%, the faculty will need to buy additional time from the university, provided their academic activities allow additional time and provided they have the permission of the Head of the Department.

Prior application for consultancy approval will. Involve the following:

- a) Name of Consultant
- b) Position of Consultant in the University
- c) Date of Request
- d) Organization/Company for which consultancy is proposed to be carried out
- e) Address and contact information of organization/Company
- f) Nature of Consultation Activity
- g) Benefit to the consultant and Institution
- h) Details of Financial or in kind remuneration from company/organization
- i) Proposed percentage time, or hours per week, to be spent on the activity by institutional faculty and staff
- j) Expected cost of the proposed activity including institutional cost, such as, use of institutional facilities and equipment, and overheads, including salary equivalent for the personnel time of full-time staff.
- k) Proposed start date
- l) Duration of consulting activity

Item i refers to funds that is accrued to the faculty and staff in proportion to time involvement and item j represents funds that would accrued to the institution to cover its in kind contributions and cost.

The consultant is required to submit a completion report of all consulting activities activities rendered, including financial utilization at the end of the consulting period.