



# PERIYAR UNIVERSITY

Salem - 636 011

NAAC A Grade - State University

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## CONSULTANCY POLICY

### Knowledge Transfer Centre

The Knowledge Transfer Centre is a place where department faculty members, students and department alumni's work in a collaborative environment to provide knowledge solutions and services to the Society.

The faculty members of the department should be permitted to engage themselves in consultancy practice to such extent, which does not interfere with the discharge of their routine duties.

- Centre offers expertise and a host of specialized facilities which can be used by academia and industry and is of mutual benefit.
- Consultancies provide enrichment of the experience and knowledge through interacting in the professional sphere. The Academics also get a chance of experimenting under actual service conditions.
- Consultancy also provides an opportunity to students to see the sphere of their chosen profession.
- It provides financial return (small or large) to Periyar University, the faculty and the students.

### Policy Statement

- All Consultancy work, whether carried out by an individual or a group of faculty members and irrespective of the quantum of facilities of the Department availed, shall be considered as Knowledge Transfer Centre Consultancy, not of any individual. However, the consultancy works can be categorized as

- i. Software consultancy

- ii. Research based consultancy
  - iii. Industrial consultancy
  - iv. Collaborative consultancy
  - v. Extension activities
  - vi. Human resource development
- University can nominate the Coordinator to the Centre to coordinate the work with the consent of the Head of the department the job shall be assigned to an individual/group of members competent to undertake the work.
  - The Savings account may be created in the name of “The Coordinator – Knowledge Transfer Centre” to handle the financial transactions
  - The committee has recommended the following procedure for distribution of the consultancy fees among the consultant and the institute.

<b>Sl. No.</b>	<b>Type of Consultancy</b>	<b>Particulars</b>	<b>Distribution of charges</b>
1	Advisory Consultancy	Consultant / Team of consultant	70%
		Concern department	20%
		University	10%
2.	General Consultancy	Consultant / Team of consultant	65%
		Concern department	25%
		University	10%

The consultancy charges may include the following items

- (i) Cost of equipment and Software
- (ii) Books and Journals
- (iii) The Overhead for the use of departmental infrastructure
- (iv) Travel
- (v) Consumables
- (vi) Contingent expenses
- (vii) Fee for Scientific/Technical Advice
- (viii) Remuneration
- (ix) Analytical services

Industry / Client will pay consultancy amount to the university and university will distribute the consultancy fees to the staff and department. The fund received by the department can be utilized for the academic research activities of the consultant and welfare of the department.

For any consultancy work, communications between consultant and industries may be made at first through emails/letters/in person for the technical details and consultancy charges. Consultant can sign an agreement with industry / client in presence of authorities / concern Head of the Department, regarding the details of work to be carried out, non-disclosure agreement as well as terms and conditions.

- Needless to say that in any case the total estimated cost under the heads from (i) to (ix) cannot exceed the total Consultancy charge.
- No ceiling limit is laid down with regards to the total amount of the Consultancy charge. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff members have to work in addition to their routine duties.
- The Consultant / Coordinator / H.O.D. will directly deal with the client in all matters regarding the Consultancy job.
- In case the work is published / patented, the University rule will apply and the share of the profits accruing will be distributed Department and Centre.
- In case of Research Consultancy, all the rules are the same except that the work will be considered as University work and the Consultant undertaking a visit outside will be considered on duty.
- The Coordinator will obtain prior permission from University for undertaking Consultancy with detailed project costs and the request needs to be routed through H.O.D.
- The Knowledge center account is subject to audit as per University norms.

In addition to the above policies, the Head of the institution has privilege to enhance and modify the policies and issues the order as and when required.

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