

POLICY ON CONSULTANCY

SONA COLLEGE OF TECHNOLOGY (AUTONOMOUS)

JUNCTION MAIN ROAD, TPT ROAD, SALEM -636005.

Phone : +91 - 427 - 4099999 Email : info@sonatech.ac.in


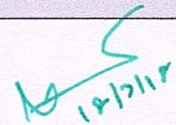
SONA POLICY ON CONSULTANCY

SONA COLLEGE OF TECHNOLOGY (AUTONOMOUS), SALEM – 636005.

Document Number : SCT/IQAC/PS/2018-2019/17

History of Sona Consultancy Policy

S.No.	Newly Added Title / Subsection	SCP 2018	SCP 2019	SCP 2020	SCP 2021	SCP 2022
1.0	Consultancy monitoring committee	Newly added (section 1.3)	-	-	-	-

Prepared by	Approved by
	
Dr. S. Chandrasekar Dean (R&D) / SCT	Dr. S. R. R. Senthil Kumar Principal / SCT
Date : 18/07/2018	Date : 18/7/18

Dr.S. CHANDRASEKAR, Ph.D(IITM),PDF(Italy)
DEAN (R&D)
SONA COLLEGE OF TECHNOLOGY,
SALEM-636 005. Tamilnadu, India

Dr. S. R. R. SENTHILKUMAR,
M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI
PRINCIPAL
SONA COLLEGE OF TECHNOLOGY
JUNCTION MAIN ROAD, SALEM -636 005.

INDEX

S. No.	Title	Page No.
1.	Sona Policy on Consultancy	4
	i. Background	4
	ii. Objectives of Consultancy Policy	4
2.	Consultancy Administration	4
3.	Consultancy Monitoring Committee	5
4.	Consultancy Norms	5
5.	Consultancy Monetization	5
6.	Statutory Requirements	6
7.	Conflict of Interest	6

SONA POLICY ON CONSULTANCY

1.0 Background

Sona College of Technology has taken the initiative to promote consultancy assignments to be accepted by its academic staff, which will give opportunity for the faculty to interact with both public and private entities, whether national or international. Such activities would eventually contribute to the professional development and stature of the faculty member, and that of the University as well. The research policy of Sona College of Technology is also well articulated through schemes, appraisal and reward mechanisms. The Consultancy Policy also encourages Sona College of Technology faculty to leverage all the teaching, research and intellectual resources available for the benefit of end-users – internal & external.

1.1 Objectives of Consultancy Policy

- To provide consultancy services to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the institute
- To maximise all forms of resources – teaching, research, intellectual, etc. available within the Sona College of Technology ambit to provide solutions to varied stakeholder defined problems
- To encourage faculty to engage with industry & other external & internal stakeholders to offer various consultancy services through research, training or whatever form that shall mutually serve the purpose

1.2 Consultancy Administration

- The Office of Dean R&D shall be responsible for managing a database of R&D activities of each centre and domain-specific expertise available in the institution.
- The consultancy projects shall be carried out either by an individual faculty or group of faculty members.
- The consultancy proposal formulated by the faculty shall be formally processed by the Dean R&D office and shall be initiated with a Non-Disclosure Agreement (NDA) wherever necessary.
- The ensuing outcomes like IPR, publications and their utilization, shall be specified as agreed upon while formalizing the NDA.
- The smooth progress of consultancy projects shall be ensured by the institution through supporting faculty with necessary resources. Wherever necessary, each consultancy project shall be reviewed by a committee or authorised faculty as and when necessary.
- Consultancy project monitoring committee of the institute meets periodically in order to ensure the smooth coordination in the progress of the consultancy projects.

1.3 Consultancy Monitoring Committee:

Name, Designation & Department	Role
Dr. S. R. R. Senthil Kumar, Principal / SCT	Patron
Dr. S. Chandrasekar, Dean(R&D) / SCT	Chairperson
Dr. N Sasirekha, Associate Professor / ECE	Coordinator
Mr. A. Mahendran, Assistant Professor / MECH	Member
Dr. M. N. Vimal Kumar, Associate Professor / MCT	Member
Dr. C. Kalaivanan, Assistant Professor / EEE	Member
Dr. M. Kasiviswanatan, Assistant Professor / Civil	Member
Dr. J. Dhayanithi, Assistant Professor / CSE	Member
Mr. S. Rajkumar, Assistant Professor/ IT	Member
Dr.S.Priyalatha, Associate Professor/ FT	Member
Dr.D.Immanuel, Associate Professor / MBA	Member
Dr. N Balakrishnan, Associate Professor / MCA	Member
Dr. T. Maruthavanan, Associate Professor / Science	Member
Dr. Muthulekha, Assistant Professor / English	Member
Mr. Manickam.K, Assistant Professor / Maths	Member

1.4 Consultancy Norms

- The responsibility for smooth conduct of the consultancy project and the deliverables will lie with the Faculty-In-Charge and the HoD of the concerned department.
- All expenses for a consulting project, including the institute Overhead Charges and the Service Tax, must be met by the sponsoring agency.
- Recruitment of temporary staff for Consultancy Projects shall follow existing institute norms and rules for project staff recruitment.
- Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing institute purchase and travel rules.
- Faculty In-Charge of the consultancy project should be aware of the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the SCT will govern all decisions and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.

1.5 Consultancy Monetization

While consultancy consumes resources belonging to Sona College of Technology, the consultancy charges shall be arrived based on the manpower involved,

resource mobilization and utilization, technology to be developed/deployed, consumables required, travel, institution overheads, etc. The following shall be the broad guidelines for consultancy services monetisation:

1. Consultancy assignments have to be approached based on a not for loss model implying that it has to be on a cost plus taxes/duties recovery basis
2. Wherever possible and reasonable, consultancy services can be extended for profit basis that shall also include institutional overheads of 10% of the total costs.
3. The Head of the Institution has the final discretion to decide on the consultancy charges which includes even offering free consultancy services wherever it is felt genuinely necessary
4. The revenue generated out of consultancy project will be deposited in the Institution account. This is done to avoid misuse of funds. The Institute will provide the remuneration between the institution and individual/team in the ratio of 60:40, based on the revenue generated after the completion of every consultancy work. This will be processed by the Dean R&D office.

1.6 Statutory Requirements

The faculty In-charge, HoD, Dean (R&D) and the Finance Officer shall be responsible to ensure all the statutory provisions of law are complied with in so far as Consultancy Services are considered which may include but not limited to Income Tax, GST, Environmental Clearance, Calibration, etc.

1.7 Conflict of Interest

There shall be no conflict of interest in any form in the consultancy services offered. If there is any conflict of interest, it has to be first disclosed and consultancy assignments shall be undertaken only with the approval of the Head of the Institution.