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**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
Established Under Sec. 3 of UGC Act, 1956 • NAAC Accredited

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# CONSULTANCY POLICY

**Placed in 45<sup>th</sup> Board of Management**

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## CONSULTANCY POLICY

Periyar Maniammai Institute of Science & Technology (PMIST) offers consultancy services since its inception and has an adequate policy catering to the needs of the society. The Institute continuously motivates the faculty members, research scholars and staff and students to associate with consultancy projects catering to leading industries and other research organizations/academic institutions. The institute is committed to render high quality and affordable consultancy services to industries and other organizations. The institute has devised an effective policy to carry out the consultancy project works. The consultancy policy is revised and updated from time to time while acquiring new and / or state of the art equipments leading to advanced research / consultancy work. *Further it renders consultancy services free of cost, to the economically weaker section.*

### Objectives

- Motivate Faculty members and researchers to apply their expertise on specialized consultancy projects, understand the difference between theory and practice, develop database for research and development and innovation.
- Encourage faculty members to publish research articles in reputed journals and file patents.
- Enhance laboratory testing facilities through Research and consultancy projects
- Protect Intellectual property rights of the faculty members and researchers.

### CONSULTANCY PROJECTS

A Consultancy Advisory Committee (Table 1) consisting of different experts has been constituted for effective implementation of these objectives. This committee meets periodically to assess the attainment of the objectives and consultancy related updates.

**Table 1 - Consultancy Advisory Committee**

<b>Sl. No.</b>	<b>Designation</b>	<b>Position</b>
1.	Dean Research	Convenor
2.	Dean Academic	Member
3.	Dean / FAP	Member
4.	Dean / FET	Member
5.	Dean / FCSE	Member
6.	Dean / FHSM	Member
7.	HOD / Civil	Member
8.	HOD/Mech.	Member
9.	HOD/CSE	Member
10.	Periyar Consultancy Services	Member

### **Salient Features of the Consultancy Policy**

The salient features of the consultancy policy are:

- Consultancy Advisory Committee reviews and updates the policy periodically
- Procedures and role of the members of the consultancy work are defined
- Revenue sharing is made transparent
- 'Earn while you learn scheme' exists for the students
- Standardized templates exist for easy process

### **Guidelines for Undertaking Consultancy Projects**

- Faculty members shall engage themselves in consultancy projects with prior approval of the Institute/Registrar
- Intellectual property generated / created /invented during the course of project work shall be jointly shared by the Institute and the client
- The Final Report of the consultancy work reflects the technical solution of the faculty member(s) associated with it based on the expertise

- The Institute is not responsible for any delay or failure of consultancy work due to unforeseen reasons
- Consultancy report(s) submitted to the Client(s) shall not be used for marketing of products or processes nor construed as a legal document/certificate
- The institute shall reserve the right to use the outcome of the consultancy project for teaching, research, publication and IPR
- The Faculty member / Project Consultant(s) associated with the project shall exercise extreme care to avoid any legal complications arising out of the consultancy project
- The Faculty member / Team of consultant (s) shall be solely responsible for any legal issues that may arise during the implementation of the consultancy project(s)

### **Consultancy Charges**

### **Mode of Payment**

The Client shall pay the full amount of the total cost of the Consultancy Project or as per the approved rates by the Institute either by demand draft drawn in favour of the 'Registrar' or through 'online' mode.

### ***Note:***

All financial transactions rest with the Registrar of the Institute.

### **Disputes and Arbitration**

- Any dispute that may arise during the execution of the consultancy project shall be resolved by a committee appointed by the Vice Chancellor

- If a dispute arises between the client and the Project Consultant / faculty member, the same shall be amicably settled by the letter to the fullest satisfaction of the Client

## Sharing of Consultancy Income

### (a) Institute and Faculty

The income from consultancy charges is shared between the Institute and Faculty members as shown in Table 2.

**Table 2 - Sharing of Consultancy Income**

Sl.No.	Type of consultancy service	Criteria	*Sharing of income in %	
			Institution	Faculty and others
(a)	Material testing	Utilizing infrastructure and / or equipments of the Institution	40	60
(b)	Geotechnical Investigation			
(c)	Structural Design			
(d)	Surveying			
(e)	Taking up major projects (Cost of the project is INR 5 lakhs and above)	Engaging the resources of the institution	30	70
(f)	Providing solutions/expertise to Industry	Rendering independent expertise	20	80

*\*Income = Consultancy charges - Expenditure involved in the consultancy work*

### (b) Beneficiary

The sharing of the income from the consultancy charges among the contributors (for the successful completion of the project work) is given in Table 3. (The sharing is based on the participation and contribution by different individuals.)

**Table 3 - Sharing of Consultancy Income (60%) to faculty and others**

No.	Beneficiary	Sharing of 60 % income
(a)	Periyar Consultancy Services (PECS)	<i>Based on the participation and contribution</i>
(b)	Department associated with the project (Utilized for service and maintenance)	
(c)	HOD/ department Concerned	
(d)	Faculty members	
(e)	Technicians	
(f)	Supporting staff	
(g)	Students (participating)	
(h)	Others	

**TA & DA for Faculty and staff members**

- TA for both Faculty and non teaching based on actual expenses
- DA for faculty and staff members (as per state government norms)

**Procedure for completing Consultancy Work**

- Based on the type of Consultancy Project a faculty member with the required specialization is appointed as Project Consultant / Principal Investigator (PI)
- The Project Consultant / PI shall constitute a team of faculty members and Technicians for the successful completion of the project work
- The Project Consultant / PI shall visit the site along with his team, perform reconnaissance survey (if necessary), and mobilize different equipments to the testing location
- Perform various tests in the Laboratory, compile, analyze and discuss the results with the respective HOD
- Finalize the important conclusions / recommendations and submit the detailed Report to the Client within the stipulated time

## **Records to be maintained**

The following documents are essentially maintained for every consultancy project:

- (i) Communication File
- (ii) Attendance Record
- (iii) Stock Register
- (iv) Transport Register
- (v) Project entry Register
- (vi) Project activity Register
- (vii) Progress Reports
- (viii) Accounts Register
- (ix) Advance payment form
- (x) On Duty form (for Site visit)
- (xi) Observation Note (with different tests, calculations, results, etc.)
- (xii) Final Report (with recommendations & conclusions)
- (xiii) Student (participating) Register
- (xiv) Settlement of Accounts
- (xv) Remuneration Register (for staff and students)

## **SPONSORED RESEARCH PROJECT**

### **Project Proposal Format**

- The Project proposal shall adhere to the format prescribed by the respective funding agency
- If collaboration with other institutions/organizations is requested/desired, the feasibility, duration, and financial implications shall be outlined
- The Principal Investigator (PI) shall describe the requirements of the project. The Head of the Department shall certify the feasibility of carrying out the project
- A statement on terms and conditions including IPR shall be defined

### **International Projects**

- The PI shall obtain prior permission from the Government of India, if international collaboration is desired before submitting the proposal
- All project proposals involving foreign collaboration by the institute should obtain security and sensitivity clearance of the Competent Authority
- All project proposals shall be forwarded through the respective HoD and the Registrar of the Institute

- In case of Consultancy, Testing and Training, a copy of work-order, budget, etc., received from the organization/Industry/Client by the faculty shall be submitted to the PECS through the respective Head of the Department

## **Responsibility of PI**

The Principal Investigator (PI) shall be responsible for:

- Coordination with the department, institute and the funding agency to ensure that the progress of the research work is in accordance with the policies and procedures defined
- Rendering guidelines for financial, personnel and progress of the research project
- Managing, monitoring and ensuring the integrity of any collaborative relationships

### *Note:*

- (1) Emeritus Fellows shall be appointed as PIs with the consent of the funding agency. In such cases, a Co-Investigator (with the required expertise on the subject) shall be appointed from the permanent faculty of the Institute.
- (2) In the absence of the PI, the Co-Principal Investigator shall continue with the project as per the advice of the Vice-Chancellor, with proper intimation to the funding agency/sponsor.

## **Project Implementation**

### **(a) Project Sanction**

The PI shall forward a copy of the sanction letter indicating the total amount sanctioned and the break-up of all anticipated expenditure. If the PI receives the fund as cheque/demand draft, the same shall be forwarded to the Registrar of the institute. The funds are generally sent to the Registrar by the funding agency.



### **(b) Project Commencement Date**

The commencement of the project is generally, the date of receipt of the cheque/demand draft of the first installment from the funding agency.

### **(c) Project code Number**

Once the project is sanctioned, a Project Code Number (PCN) shall be assigned by the Registrar's Office / PECS. The PCN shall invariably be used for all subsequent communication.

## **Appointment of Project Staff**

### **(a) Advertisement**

The PI shall make wide publicity for the appointment of Project Staff/Technical Assistant through leading/local news papers. The required/desired educational qualifications (of the project staff), total emoluments with break-up and terms and conditions shall be clearly mentioned in the advertisement as per the requirement of the Funding agency. Further the advertisement shall be circulated to various Universities and research institutions and publicized in the institute's website/professional websites.

### **(b) Minimum Qualifications**

The minimum and essential qualifications specified by the granting agency for the sanctioned post(s) shall be adhered to. In case the minimum qualifications are not prescribed/met with, the Government norms shall be scrupulously adopted.

#### ***Note:***

- (1) A minimum of fifteen days shall be provided before the selection procedure is commenced.
- (2) Appointments for less than 6 months shall not be advertised in News papers.

- (3) The funding agency shall prescribe the minimum qualifications required for the project staff.
- (4) The qualifications for Project Staff/Technical Assistant shall be finalized by the PI in consultation with the respective HOD.

### **Guidelines for Appointment**

#### **(a) Written Test**

The candidates satisfying the required/desired/minimum qualifications shall appear for an objective-type written test. The successful candidates shall appear for an interview (direct/online mode) before the **Staff Selection Committee (SSC)** consisting of the following members (in accordance with the norms laid down by the funding agency):

**Table 4 - Staff Selection Committee Members**

<b>Sl. No.</b>	<b>Designation</b>	<b>Position</b>
1.	Principal Investigator	Convenor
2.	Co-Principal Investigator	Member
3.	Head of the Department	Member
4.	A Professor from the concerned Department <i>(Nominated by the Vice Chancellor, PMIST)</i>	Member
5.	Subject Expert (External)	Member

#### **(b) Interview**

The date for the interview shall be fixed in consultation with the members of the Staff Selection Committee (SSC). The interview letter(s) shall be mailed/sent by Registered / Speed post to the short-listed candidate(s) at least a week in advance.

### **(c) Minutes of SSC**

The Minutes of the Staff Selection Committee meeting with the following particulars shall be submitted to the Registrar for further processing:

- (i) Name of the post advertised
- (ii) Number of candidates short-listed for the interview
- (iii) Name(s), qualification(s) and other details of the candidates who appeared for the interview
- (iv) Name(s) of the candidate(s) finalized for the post(s) and the emoluments
- (v) Name(s) of the wait-listed candidate(s), if any.

#### ***Note:***

1. The SSC may also recommend, if the candidate is eligible to register for M. Tech./Ph. D., if he/she fulfills the admission requirement of the institute.
2. The Subject Expert (external member) shall be entitled for TA/DA and sitting fee as per the Institute norms.

### **(d) Appointment order stipulations**

- The appointment order for the Project Staff/Technical Assistant shall be issued by the Registrar on the recommendations of Staff Selection Committee. The appointment is purely temporary and shall be on contract basis only. The appointment order should state the duration of employment, emoluments and the terms and conditions of the appointment
- The duration of appointment of Project Staff/Technical Assistant shall be for a maximum period of one year, initially or until the end of the project, whichever is earlier. The appointment may be extended at the end of first year, based on the performance
- Due to unforeseen circumstances the Project Staff/Technical Assistant makes a request for discontinuing during the course of the project work shall submit

resignation to the Registrar through the PI and the respective Head of the Department

- Services of the Project Staff/Technical Assistant may be terminated by the PI, if the performance is not satisfactory
- The payment of salary to Project Staff/Technical Assistant shall be made from the date of (he/she) joining the project work
- Project Staff/Technical Assistant selected based on advertisement / circular shall be employed for the entire duration of the project
- The appointee shall be employed (himself/herself) only in one project

**(e) Conduct Rules**

- The Project Staff/Technical Assistant shall maintain and update all records/documents meticulously. Confidentiality of the scientific/technical information related to the project shall not be divulged in any form by the Project Staff/Technical Assistant
- Project Staff/Technical Assistant shall follow the general code of conduct and discipline laid down by the Institute
- The Project Staff/Technical Assistant may be terminated on the basis of indiscipline, dereliction of duty or misconduct, on the recommendation of the Principal Investigation, Co-Principal Investigation and Head of the Department

**(f) Leave Rules**

The Project Staff/Technical Assistant is duly governed by the leave rules of the Institute as applicable to temporary staff.

## **Guidelines for Procuring of Equipments**

- (a) Call for quotations through E- tenders mentioning all the required specifications of the equipments intended to be procured.
- (b) Shortlist the best and lowest quoted rates of 3 different manufacturers satisfying the functioning / performance of the required equipments.
- (c) Request for demonstration and assess the best performance, out of the 3 different products, accounting for the terms and conditions required.
- (d) Place orders for procuring the most satisfying equipment.
- (e) If mandatory, advice the Registrar to release part payment (say 25 or 30% of the total cost of the equipment, as deemed) as advance to the perspective manufacturer.

## **Maintenance of Stock Registers**

All procurements shall be entered in the stock register of the respective department, after due demonstration and physical verification only. Subsequently, these items shall be issued to the PI with due acknowledgement. The PI shall maintain separate stock registers for equipments, consumables and contingencies.

Each item procured shall be recorded on a separate page with details including date of purchase, invoice number, description of the item (with its warranty/guarantee), quantity (if applicable), rate (or unit cost) and total cost including discount (if any) and taxes (e. g. GST).

Physical verification of the stock shall be made at least once in a year by the Head of Department (or representative) and the Report shall be submitted to the Registrar for compliance.

## **PROGRESS REPORTS**

### **Annual Reports**

- The Annual Progress Report with the Statement of Expenditure and Utilization Certificate shall be submitted by the PI within 30 days (30<sup>th</sup> April) after the end of the financial year or as stipulated by the funding agency
- The Finance Officer (or his representative) shall verify the accounts and forward to the Registrar for onward transmission to the funding agency within the stipulated time

### **Final Reports**

- The Final Report of the Research/Project work and the audited Accounts statement shall be submitted by the PI within 3 months of completing or as stipulated by the funding agency in the prescribed format
- One copy of the Final Report shall be retained by the PI and one copy each shall be submitted to the concerned Head of the Department and PECS (PPeriyar Consultancy Services).

### **Publications**

- The PI reserves the right to publish the data generated from the research work unless the agreement with the funding agency demands prior permission
- The PI shall duly acknowledge the funding agency in all the related publications from the project
- All publication/patent(s) resulting from the project shall be intimated to the funding agency

## **Project Closure**

- The date of closure of research project shall be as specified in the sanction letter
- The list of equipment purchased from the project grants and the consumables remaining after completion of the project shall be transferred to the concerned department stock register
- The Head of Department shall ensure that the list of equipments is entered in the stock register within four weeks of submission by the PI
- After entry in the stock register, the items required by the PI shall be reissued, if required

## **Records to be maintained**

The Following documents shall be maintained by the PI and produced for audit as and when required:

### **(a) Attendance Records**

Shall contain Attendance/site visit details of the PI, other members involved in the project.

### **(b) Stock Register**

- Shall have the updated record/entries of all procurements related to equipments, materials (consumable, non-consumable items) etc.
- The warranty / guarantee and utilization of the different equipments.

### **(c) Transport Register**

Shall consist of the particulars of all expenditure incurred due to travel/site visit.

### **(d) Correspondence File**

Shall contain all the communication made since the commencement of the proposal.

### **(e) Progress Report**

Shall contain all the Progress reports submitted to the client/funding agency.