



**DR. SUDHIR CHANDRA SUR INSTITUTE OF
TECHNOLOGY AND SPORTS COMPLEX**

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**Policy for
Consultancy**

Policy for Consultancy

Introduction

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex believes in nurturing unique ideas and maintaining a research and scholarship ambience among students. In accordance with the above, DSCSITSC promotes innovation and hence aids in IP protection (IP). This document presents the processes and a formal framework to support the consultancy efforts. Faculty, staff, and other DSCSITSC employees should be involved in the creation of original and new research works, as should registered DSCSITSC students, students from other institutes, or other individuals from other organizations. This policy also highlights the DSCSITSC's rules for IP ownership, commercialization, and consultation.

This policy is administered by the Institute Research and Development Cell, which includes academic and administrative professionals in the fields of industrial, research, and consultancy. Recognizing the value of ideas and their commercialization, this policy has been intended to foster and grow creativity in all areas of this institute.

1. Consultancy Rules and Norms:

1. Consultancy Services Offered Scope

1.1 Government departments, service sectors, industries, and other relevant national and international agencies may be supplied consulting services.

1.2 The services provided must comply with the usual terms and conditions outlined in the 'Professional Services' section.

1.3 The services provided will include technology assessments, feasibility studies, process development, software development, and other mutually agreed-upon activities.

1.4 If standardization and calibration services are available and augmentable, they must be provided.

1.5 In some specialist domains, testing and evaluation services may be available.

1.6 Normally, jobs that are academically too difficult should not be taken.

1.7 The framework of all consultancy and associated employment should strive to strengthen the institute's industry relationships to assure positive feedback on its teaching and research excellence, which will lead to proper placement and the generation of cash.

2. Project Category:

2.1 Each project must fall into one of the following categories:

- Terms and conditions that are standard
- A specific research agreement or a Memorandum of Understanding specifying the contact's details.

The former instance is constrained by the Standard terms and conditions, implying that the consultant and client's work is done in good faith. While, on the other hand, works with non-disclosure agreements, lengthy negotiations, and contract signings in the form of agreements or memorandums of understanding.

2.2 This category can be further broken down into two subcategories:

• **Expert Advice and Development Projects (Category E):**

This is a project that requires a lot of skill and is reliant on the consultant's knowledge.

Nature of the task under category E:

- a. Laboratory/pilot plant establishment
- b. Project for setting up a pilot plant/getting a bank loan
- c. Offering consultancy work in their site/factory
- d. Private agencies requesting staff training
- e. Annual consultancy on contract for food quality improvement
- f. Consultancy for product development
- g. Field visit for diagnosis and problem solving

• **Testing Projects (Category T):** Infrastructure-intensive initiatives are featured in this category.

3. Eligibility for Undertaking Consultation

Full-time teachers and researchers have access to consulting and related projects. With the previous consent of the Dean R&D & Hol, any other employee of this institute may seek consulting.

4. Conflict of Interest

Consultancy services should not be incompatible with the Institute's goals. Consultants must disclose the existence of any form of relationship between them and the client to the Dean (R & D) in writing or verbally. Furthermore, any disproportionate self-gain must be disclosed in advance.

In order to ensure professional commitments and honesty, Dean (R & D) would analyses such cases and confirm the decision.

5. General Consultancy Rules

The following restrictions apply to consulting services:

- 1.1 In any given year, the amount of time spent on consulting and associated services must not exceed 52 working days. Any request for an exception must be authorized by the Dean (R & D).
- 1.2 Consultancy assignments may be accepted and carried out while keeping in mind the limits and must not have any negative impact on academics.
- 1.3 Without jeopardizing the tasks and obligations of the institute's permanent workers, their services may be used to complete the projects.
- 1.4 Research researchers who want to work as consultants may be allowed to do so if the Institute allows it and the certificate is confirmed.
- 1.5 Consultations may be done on-site at the institute, using the institutional postal and email addresses.
- 1.6 The logo of the institution may be utilized.

6. Consultancy Rules: Related Travel

6.1 If a journey outside of campus is required for Consultancy activities, it must be done with the Head of the Department's permission.

6.2 Outstation travel must be approved by the department's Head of Department within two working days. Emergencies must be considered.

7. Consultancy Rules: Consultancy Project Execution

7.1 If the institute receives the projects, an individual consultant or a group of consultants must be allocated the assignment directly.

7.2 Any client's individual choice of consultant will be considered.

7.3 The Dean must sign off on all acceptance letters (R & D).

7.4 After passing the required test, the Dean (R & D) must accept consultancy project ideas.

7.5 In the event of an urgent emergency, the Dean (R & D) must be notified and approved.

7.6 In the beneficiary's budget, the consultation costs should be properly proposed. The prices are non-negotiable after they have been established.

7.7 The minimum charges in these circumstances should be around 10,000/-.

7.8 An amount payable as fees for external consultancy may be stated, which may not exceed 40% of the overall project cost and must include the mandatory taxes.

7.9 In the framework of consulting services, the consultant should not be involved in any acts that are unethical or inappropriate, either directly or indirectly.

7.10. All concerns relating to the consultancy work's progress, the handling of the budget amount, and the agreed-upon time frame should be legally reviewed with the appropriate authorities and included in the agreement.

7.11 In the event of international consultancies, the Institute will provide permission to begin work based on the nature of the task. A link with the Institute is required of the consultant team.

8. Consultancy Rules: Related Payment Schedule

8.1 Except in circumstances where the related charges exceed Rs. 1,00,000/- and the implementation term exceeds 3 months, all charges for any assignment must be paid in advance.

8.2 For large tasks, an advance payment for each section of work must be made, and the number of payments must be regular.

9. Consultancy Rules: IPR

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex is glad to embrace the Intellectual Property Policy, which links Intellectual Property rights to the realm of Research and Development, to encourage and enable faculty members and tomorrow's innovators.

Clause 1: All students and employees of the Institute are allowed to seek patent and copyright protection for their inventions.

The Institute will give professional advice as well as financial assistance.



Clause 2: The researchers are free to publish their work in books, journals, and other venues if they follow the institute's guidelines. The student, as well as the guide, will own the copyright of the thesis. The students and their guide will keep the royalties from such a publication.

The institution's researchers must own the copyright to any software/program they develop, with an additional requirement that they provide the institute with one royalty-free copy for academic purposes. The publicity rights will be held by the Institute.

Clause 3: In the event of international fillings or participation in the project by foreign countries, the Institute is free to make appropriate revisions and make decisions depending on the circumstances. For this aim, a separate committee might be formed.

Clause 4: All patent registration applications must be filled out in the name of the inventor and include the address and affiliation of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex.

The innovators will be able to license their products, commercialize them, and use them in future endeavors with complete freedom.

Clause 5: If many inventors file for the same patent, any conflict of interest or income pattern must be resolved and documented in the form of a formal agreement at the time of signing the MOU and must be represented in the signed memorandum.

Clause 6: If the project is not licensed or commercialized within five years of signing the agreement, the institute may take charge of abandoning it or requesting charges from the innovator(s).

Clause 7: With their innovations, inventors may be able to pursue commercial or personal pursuits.

The Institute's working staff may personally promote or help the inventor without affecting ongoing research projects. Students might engage in part-time personal activities to maintain their academic achievement and attendance.

Clause 8: If the project is sponsored, the sponsor has all intellectual property rights. The innovators can choose to have their identities published in patents, journals, and other publications, but the sponsor will retain the commercial rights.

Clause 9: The inventions must be commercialized or used for personal initiatives in strict accordance with the institute's Brand standards. If you break any of the rules, the Institute will take legal action against you.

Clause 10: Any policy adjustments that are required will not affect any agreements that have already been signed.

10. Costing of Consultancy Projects

10.1 Internally offered consultation costs for testing projects shall not exceed 20% of the total project cost.

10.2 The charges for persons involved in technical services (i.e., the charges due to the Institute's permanent employees for their efforts in the project's execution) must not exceed 30% of the total project cost for category T. (Testing jobs).

10.3 House Rent All: The project personnel will get 30% of PSS as House Rent.

10.4 The Departmental Development Fund will receive the operational expenses related to the consultancy project (i.e., consumables, contingencies, travel and travel and daily allowance, honoraria for students, Equipment Utilization Charges for the use of institute equipment, and all other expenses related to the consultancy project).

10.5 Overhead charges will be calculated based on the project.

10.6 There will be no overhead charges applied to the money set aside for equipment purchases.

10.7 If contract negotiations or legal fees are involved, the necessary costs may be assessed.

10.8 All taxes will be included in the project cost.

11. Fund for Research and Development

The accounts for completed projects (Category E) will be closed, and all unspent amounts will be handed to Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex as a research fund after overheads have been deducted.

12. Institute Share Distribution

Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex shall receive a minimum of 20% of the total consultation cost as an Institute share.

13. Consultancy Projects Review and Other Related Matters

13.1 To handle major consultancy tasks, a small standing committee made up of a segment of the advisory committee should be formed.

13.2 At the conclusion of each consultation assignment, the consultant must provide a brief report to the Dean (R & D), which will be archived under 'Classified Documents' for a duration of five years.

14. Other Concerns

14.1 The Intellectual Property Policy governs royalties, revenue sharing, and other types of earnings.

14.2 In extreme instances, with the agreement of the HOI, consultants may be hired to serve the institute's best interests.

15. Rule Summaries

15.1 Every project must be done with a clear contract description, either in accordance with conventional terms and conditions or in accordance with a Memorandum of Understanding.

15.2 The consulting project is classified as Category E (Expertise intensive) and Category T (Technical assistance) (Infrastructure Intensive).

15.3 The deduction for institute share is restricted to 20% of the total consulting expense.

15.4 Overhead and deduction earnings are recalculated.

15.5 The continuing projects' operational expenses will be managed by the Research Development Fund (RDF).

- 15.6 Other taxes and services are included in the budget (if any).
- 15.7 The institute's Intellectual Property Policy has been developed.
- 15.8 Any potential conflict of interest must be addressed in accordance with the statement presented.

16. Forms & Formats

Approval for Consultancy Projects/Services submitted to Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

1. Name of the Originator for whom work is to be undertaken.
2. Nature of work to be undertaken
3. Probable duration of Consultancy
4. Consideration money
 - a) Total receivable:
 - b) Service Tax, if any:
 - c) Total Estimated Expenditure:
 - i) Consumables:
 - ii) Travel:
 - iii) Contingency:
 - iv) Any other:
 - d) Net amount (a-b-c)
5. Value of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex resources involved, if any
 - a) Time of other staff:
 - b) Equipment and Consumables:
 - c) Other resources:
6. Permission may please be accorded to undertake outside Consultancy activities as outlined above
 - a) Name of the Consultant:
 - b) Designation:
 - c) Institute/Organization:
 - d) Signed:
 - e) Dated.....

Recommendation of HoI & Dean R&D

I recommend the work outlined above being undertaken. Alternate arrangement during non-availability has been made and the assignment would be in the interest of Institute.

Signed.....

Dated.....

Head of the Institution

Dean, R&D

Corrigendum:



SurTech

Financial Initiative to Women Faculty

The Institute's portion of intellectual property will be limited to 10% under both Category E and Category T to encourage women researchers and faculty members in the domain. Furthermore, the Institute's portion of the consultant's earnings (i.e., 10% of the project cost) will be waived throughout the incentive period.



Sanda

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