

Adikavi Nannaya University
Rajamahendravaram

Research Consultancy Policy

Aim

The objective of this policy document is to frame the rules and regulations for undertaking the consultancy/ corporate training work, to provide provisions for conducting the consultancy in concurrence with the University by-laws and procedures, to see that the teaching/ research nexus is maintained and costs of conducting research consultancy is sustainable at Adikavi Nannaya University.

Scope and definitions

This Policy is applicable to all Adikavi Nannaya University teaching staff who are conducting/ going to conduct, University approved research consultancies/corporate training programs. Consultancy is an activity organized or managed by the faculty for an external agency for which the expertise and the specific knowledge base of the faculty becomes the major input. A flourishing consultancy will generate the revenue, intellectual property rights (IPR) and opportunities for the research scholars. The profits produced by consultancy, can be used for the development of infrastructure in the University.

Consultancy would be an additional management responsibility for university. It would involve additional work for university staff, utilization of university resources and the brand value of University. Hence, the university will charge apart of the consultancy fee from the faculty-consultant/ corporate trainers who is engaged in consultancy.

Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake are also included within the scope of this policy document.

Exclusions

This consultancy policy does not apply to the activities intended for general dissemination of knowledge or general enhancement of intellectual level of the society at large. The following are such activities:

- a. Examination duties.
- b. Guest lectures and presentations in conferences
- c. Editorship of academic journals or the publication of academic articles
- d. Royalties from authorship and publication of books


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e. Professional arts performances

f. Voluntary services

g. Any other, as decided by the Vice Chancellor

Duration of Consultancy

- The duration of any consultancy activity will be limited to that mentioned in the approved agreement.
- Any extension of consultancy work would require prior permission of the Vice Chancellor

Approval of Consultancy Activity

The University encourages staff to engage in consultancies provided that it does not interfere with the discharge of the staff member's regular responsibilities.

All University approved research consultancies are required to be approved and managed in accordance with this policy, associated documents and along with other University policies.

All consultancy proposals have to be submitted to the Vice Chancellor, through proper channel for prior approval, who will have the right to make the decision to accept or decline the proposal.

The staff of the University are strictly not permitted to undertake any sort of consultancy without prior permission from the Vice Chancellor.

Income sharing between University and consultant

- All research consultancies are required to include overheads charges as set out by the University.
- There should be demonstrable benefit to the University from the consultancy either directly through income and enhanced reputation, or indirectly through expanding the expertise of the staff member.
- If the university incurs a cost for allowing the consultancy, it will be deducted by the university from gross income from consultancy before splitting the net income between the consultancy provider and the university.
- The consultant(s) would be entitled to retain 60% of the share while the university will retain 40% of the net income in case of science and technology related assignments and 70% of share to consultant(s) and 30% of share to the university in the case of other department assignments.



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- If the gross income from a consultancy work is below a certain amount in any financial year, then the university may lower/forego its part and residual income will be retained by the consultancy provider. This amount will be notified by the university and may be revised from time to time.
- The income earned by any individual from consultancy will be taxable as per Govt. of India rules.
- The university will have an equal share in IPR, e.g. patents and these IPs are registered in the name of university.
- All financial transactions related to consultancy will be cashless through bank transfer to/from appropriate university account. The university will make the appropriate payment to the consultancy provider as per rules.
- All financial expenditure be subjected to auditing in the end of every financial year and upon completion of duration of consultancy, the consultant must submit the final audited utilisation certificate to the university.
- The equipment procured/ the facilities established in the university to execute the consultancy works will remain with the University after completion of the consultancy.

Recognition for the Consultant:

The university may award a certificate of appreciation for the successful consultants.

Code of Conduct

- The conduct of the consultant(s) during the consultancy work must conform to the prestige and reputation of the university. The university reserve the right to take disciplinary action against its consultant for any misconduct during the consultancy.
- Original copies of all documents related to all consultancy services undertaken by its employee must be in possession of the University for allowing appropriate processing for financial accounting and audit purposes.
- The clients receiving consultancy services would not be entitled to use the university name, logo etc. in any form without prior permission of the Vice Chancellor.
- The foreign clients, should abide by the laws of Central and State Governments along with the rules and regulations of AKNU.

Dispute Redressal and Resolution

In case, there are any disputes arise in implementing this policy, the consultant should bring the same to the notice of the Vice chancellor for redressal and resolution. All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, or variations to the duration of consulting hours, and the regarding revenue sharing, must be reported to the Vice Chancellor, whose decision will be final and binding. At any point of time, the Vice Chancellor has the every

right to amend or revise this policy document as considered appropriate. Any breach of the above policy shall be dealt with as per university rules.

Conflict of interest

The consultancy must not be in conflict with Adikavi Nannaya University policies governing employment; such as the Code of Conduct Policy and University by laws.

The consultancy must not be in conflict with the functions, objectives or aims of the University or damage the University's reputation.

The consultancy must not be in conflict with the Laws of Central and State Governments.

Annexure 4/1/2021



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Minutes of the meeting of Research and Development cell held on 04-01-2021 at 3:00 PM in the E.C. Hall of Adikavi Nannaya University, Rajamahendravaram.

Members present:

1) Prof. Mohan Jagannadha Rao, Chairman

2) Prof. S. TEKI, member

3) Prof. Y. Srinivasa Rao, member

4) Dr. K. Ramaswari, member

5) Dr. A. Malha Reddy, Coordinator

4/1/21

Agenda:

To approve the draft of Research consultancy policy of the University.

Resolution:

The draft of Research consultancy policy is approved


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