



### Consultancy Policy

VISTAS have expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organisations. Following guidelines will be used for engaging in any consultancy job:

1. A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organisations (within India and abroad), primarily for their purposes.
2. All payments for consultancy work must come in the name of the Registrar, Vels Institute of Science, Technology & Advanced Studies (VISTAS), and Chennai. The Institution will then do the needful for complying with statutory laws.
3. Faculty or PI will handle the project account and spend funds as required. Share of the Institute should also be transferred.
4. The requirement originates from the industry/other organizations concerned or faculty can approach industry/other organizations. The faculty is expected to estimate the time and cost required to accomplish the task.
5. Proposal is then prepared by the PI.
6. The budget for the proposal should be in one part. It should reflect project consultancy fee for PI, co-PI and other investigators, 50% overheads to VISTAS, and service tax on total amount, if applicable. Service tax is subject to periodic revision by the Government of India. Service tax is not applicable on projects, if the funds are received in foreign currency. Expenses on equipment, supporting manpower, travel, contingency must also be included in the budget, if necessary. (The faculty is advised that if the expense on equipment, supplies, manpower, travel, etc. is large, then these must be proposed as a separate R & D project.). These are summarized in the table given below:

  
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**Budget for Consulting  
Projects**

Consulting fee to be paid to PI		A
Consulting fee to be paid to co-PI		B
Consulting fee to be paid to other investigators		C
Total consulting fee		$D = A+B+C$
Equipment		E
Supplies and any contingent expenses		F
Manpower (students, external experts)		G
Travel etc,	H	
Total other expenses		$J = E+F+G+H$
Total expenses		$K=D+J$
Overheads to VISTAS (50% of Total consulting fee)		$L = 0.5*K$
Sub-total including overheads		$M=K+L$
Service tax		$N = 0.1236*M$
Total consulting charges		$P=M+N$

7. All consultancy proposals must be sent under signature of the PI to The Registrar for endorsement and approval by the Dean/Director/HOD of the concerned School(s).Office of the Registrar will assign a unique internal number to the project proposal.
8. Payment to be made to VISTAS as per agreed upon milestones. 100% advance payment should be made if project is in one phase. If project is broken into phases, then 100% advance payment should be made before beginning of each phase. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.

  
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9. In international consultancy projects: a. Funds are received in foreign currency; b. service tax is not applicable; c. The consultancy assignment with the other party/funding agency of foreign origin should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.
10. IPR issue: All IPR related issues are agreed between the PI and the funding agency and should be cleared by IIPC before signing MoU/agreement. Preferably, IPR will be jointly shared by VISTAS and the industry/ organization unless specified in agreement.
11. When MoU/agreement is cleared from all angles and acceptable to both the parties, it will be signed by the PI and the Registrar and industry/organization. A copy of the duly signed MoU/agreement will be sent to the other party and a copy retained in the office of the Registrar and a copy given to Finance section of the campus.
12. Project responsibility: These projects are headed by a Principal Investigator (PI), and may have CoPrincipal Investigators (co-PIs) and the deliverables are the responsibility of the PIs. The Institute provides the PIs necessary support.
13. The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority, if required.
14. After completion of the project, final report should be submitted to the funding agency with a copy to the office of the Registrar.
15. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Institute.
16. The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.
17. Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
18. The services of employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute. Such work by employees may be compensated by suitable honoraria and must be a part of the budget.



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19. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria and must be a part of budget.
20. Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Dean/Director/Head of the Department
21. Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Dean/Director/Head of the Department and The Registrar. In emergencies, prior intimation and subsequent sanction could be considered acceptable.
22. Faculty members should not use the name of VISTAS or its logo for consulting work, consulting reports, etc. except to identify the association of the consultant with VISTAS.



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