

# ADITYA PHARMACY COLLEGE

Aditya Nagar, ADB Road, Surampalem – 533437.

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## CONSULTANCY POLICY

### 1. INTRODUCTION

Consultancy is well recognized as an effective way for Colleges to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the Institute must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institute's strategic and operational objectives and the costs are sustainable.

Aditya Pharmacy College (APC) is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organizations.

### 2. THE POLICY

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- (a) There should be demonstrable benefit to APC from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with APC policies including those governing employment; such as the Code of Conduct Policy.
- (c) The Consultancy must not be in conflict with the functions, objectives or interests of APC or damage the Institute's reputation.
- (d) At a minimum, the salary and on-cost charges set by APC must be applied to all project budgets. All Consultancies are required to include overheads.
- (e) Staff members shall not undertake external research activities where no formal agreement has been authorized by APC unless they are on leave without pay, approved by the Dean concerned. Such faculty may not use their APC affiliation or academic title when providing research services that are not approved by APC.

#### **APC Research Consultancy**

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

### **APC Non-research Consultancy**

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc., The provision of professional services such as designing, legal and medical advice undertaken by members of faculty and staff.

### **Private Consultancy**

In Principle a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by Dean (R&D) and the Principal. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the College.

None of the benefits set out for College Consultancy are available to faculty and staff undertaking a Private Consultancy.

It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the Institute who is carrying out the work, and that the APC has no responsibility or liability what so ever in the matter. A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;
- (b) The use of APC trademarks such as letterheads, brands etc. or APC intellectual property is strictly prohibited in Private Consultancies;
- (c) No APC facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfill the requirements of the Private Consultancy
- (d) The Private Consultancy is not within an area in which the APC might be contracting to provide a service on a commercial basis, possibly utilising the skills of the staff member involved;
- (e) APC is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- (f) The staff member agrees to indemnify APC and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and
- (g) The staff member declares any real or potential conflict of interest to their manager.

### **3. STAFF ENTITLEMENTS**

The APC allows staff to engage in Research, Non-research and/or Private

Consultancies provided they do not interfere with the discharge of their duties. Consultancies shall be undertaken only with the approval of the designated Dean R&D. No limit is placed on earnings. However there is a limit on the time spent on Consultancy.

Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval by the Executive Dean concerned. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

DEANS must obtain written permission from the Principal to undertake Consultancies.

### **Benefits of Institute Consultancy**

The College provides the following benefits to staff undertaking APC Research or Non-research Consultancies:

- (a) Protection under the APC's professional indemnity and public liability insurances, subject to the terms, conditions and exclusions within those policies.
- (b) The faculty or staff member will be protected under the terms of the current Insurance Policy held by APC in the event of a claim against the faculty or staff member undertaking the Consultancy or Grant (provided that the claim is not as a result of fraudulent, dishonest, criminal, willful or malicious acts by the staff member).
- (c) Access to the APC's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.
- (d) Access to the APC's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Faculty or Office.
- (e) Entitlements to use APC's name and reputation, provided it is not brought into disrepute.
- (f) Ability to make reference to their APC position and title in connection with the work.

APC does not extend these benefits to Private Consultancies. Any Consultancy conducted by a faculty or staff member that accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

## **3.1 Incentives for Consultancy Works**

1. To encourage consultancy work from the faculty, AGEC announces a policy wherein the faculty can claim 100% of the amount charged under the consultancy work up to 5 Lakhs. This is subject to the following conditions:
  - a. Aditya faculty alone should be the sole Principal Investigator (PI) of the consultancy work and he should get the project on his own without taking any support from the Institute.

- b. The said consultancy work should be undertaken after the approval of the Head of the Institute and the agreement should be undertaken between APC/ACET/ACE and the concerned third party.
  - c. The payment for the consultancy work should be credited to APC which will further be passed on to the faculty as 100% Incentive.
  - d. The expenses incurred for project personnel / technician, contingencies, travel, consumables, stay, food, overheads and other costs should be borne from the consultancy amount. Institute will consider the time spent for attending the project as on duty (OD) and pays full salary to support consultancy work. The PI will be permitted to take up the project which can be carried out at Campus or at client location.
2. The faculty will be eligible for 75% of the revenue generated after deducting all the expenses from consultancy amount, if the total value of consultancy amount is above 5 Lakh.
  3. If any equipment or infrastructure is needed for executing any consultancy project, the decision for the purchase or lease for the same will be decided based on approval/suggestions from the R&D committee and Head of the Institute. The Incentive rules for such kind of projects will be separate and will be decided during the pre-approval meeting with the Head of the Institute.
  4. If any consultancy project is executed with the equipment or facility sponsored by the Institute through its R&D seed grant or other funds, the Principal Investigator will be paid 50% of the revenue generated through the project after deducting all the expenses incurred as mentioned in 1(d).
  5. If a Consultancy project is assigned to any faculty from the Institute or with the support of the Institute, the Principal Investigator will be paid 40% of the revenue generated through the project as incentive after deducting all the expenses incurred as mentioned in 1(d) by the Institute. 60% of the revenue retained by the college will be used for the development of the concerned laboratory or department infrastructure.
  6. If a Consultancy work is offered by Civil Engineering Department of APC, 60% of the revenue generated through the consultancy work, after deducting all the expenses incurred as mentioned in 1(d) will be paid as incentive to all the technical staff involved. 40% of the revenue will be retained by the college and that will be used for the development of the concerned laboratory or department infrastructure.

7. The consultancy works in which faculty receives 100% of the generated revenue as incentive, will be considered as research and development activity and is not counted for appraisal or for any other incentive.
8. The maximum number of 6 working days will be allowed for attending consultancy project at client location within India on OD. Extension beyond this period has to be approved by the Head of the Institute with prior notice of 2 working days.

#### **4. APPROVAL**

All APC approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other APC policies. Applications to conduct Consultancy are required to be approved through.

##### **Exemptions and Variations**

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy Application coversheet, and approved by the relevant APC Officer.

##### **Transfers in from Other Institutions**

In cases where a Research or Non-research Consultancy or grant is transferred to APC from another research organization, the overhead will not be taken from the funds where the awarded budget did not include an overhead component.

In cases where a grant is being transferred to APC from another research organization and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by APC.

#### **5. CONFLICT OF INTEREST**

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the relevant APC Officer for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the APC's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- financial or non-financial interests;
- teaching or course work for another institution;
- work performed for a supplier of goods or services to APC; or
- work undertaken with an organization to which APC supplies goods or services.

##### **5.1. Consultancies with Other Tertiary Institutions**

Full-time members of the APC staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Executive Dean or delegated APC Officer.