



AMET DEEMED TO BE UNIVERSITY, CHENNAI

CONSULTANCY POLICY

PREAMBLE

AMET Deemed to be University, Chennai (hereinafter referred to as "Academy of Maritime Education and Training") is dedicated to excellence in teaching and research in consonance with the contemporary and future needs of India. In addition to offering various teaching and research Programs, AMET actively encourages its faculty members and other academic staff members to undertake consultancy projects with industry and other comparable institutions of higher learning in order to create new knowledge and widening the research profile of its faculty and staff members. This policy document, compress the processes to support these efforts.

1. SCOPE OF CONSULTANCY SERVICES OFFERED

- 1.1. Consultancy Services may be offered to industries, service sectors, government departments and other national & international agencies in areas of expertise available in AMET.
- 1.2. The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions
- 1.3. Consultancy services offered may cover a variety of activities.



- 1.4. All Consultancy works job need to be structured and executed in the spirit of promoting AMET–Industry Interactions, as a vehicle for augmenting current levels of excellence in teaching and research and in the process of generating funds.
- 1.5. All the research projects sponsored by the government (DST,DBT,ICMR,DRDO, etc.) public, private,national and international agencies and autonomous bodies do not fall under the purview of consultancy services.

2. CONSULTANCY PROJECTS CATEGORIES

- 2.1. Each project shall be undertaken either under:
 - (a) Standard Terms and Conditions, or
 - (b) Specific Agreement or Memorandum of Understanding (MoU) describing the details of the Contract and requires legal and expert clearance

In the former case, the work is taken up in good faith between the Principal Investigator (as defined in item 3) and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions.



AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING

DEEMED TO BE UNIVERSITY

(Under Section 3 of UGC Act 1956)

INDIA'S FIRST DEEMED TO BE UNIVERSITY IN MARITIME EDUCATION

The latter case refers to projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MoU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, dispute resolution, liability, Intellectual Property Rights (IPR) matters, arbitration, and other applicable laws. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.

2.2 Consultancy and related services offered will be categorized mainly as under:

- (a) Category 1: Individual Consultancy: Consultancy that solely based on the expertise of the Principal Investigator (as defined in item 3) and does not involve significant use of any institutional facilities.
- (b) Category 2: Departmental Consultancy: Consultancy that requires departmental and/or inter departmental expertise and involves the use of University infrastructure / facilities such as equipment, instrument, laboratory staff, etc.

NB: The consultancy and related services should not normally interfere with the regular teaching and research in the University.



3. ELIGIBILITY FOR UNDERTAKING CONSULTANCY

Consultancy and related assignments can be taken up by full-time faculty member(s) of Department(s) and Centre(s) of AMET.

4. GENERAL CONSULTANCY GUIDELINES

- 4.1 Director, Consultancy will co-ordinate and guide the consultation activities of the University and to take suitable administrative action to regulate and monitor such activities as per rules framed by the University in this regard. He/She may exercise such authority as may be vested in him/her by the Vice- Chancellor.
- 4.2 All consultancy assignments by faculty members should be undertaken with prior permission of Director Consultancy with a copy to the concerned Head of the Department / Director of the Institute/centre for information.
- 4.3 A faculty member may be allowed to spend normally a maximum of 20 days (This period will be treated as Duty Leave) in a year for consultancy. In special cases of consultancy beyond 20 days, Vice-Chancellor's permission may be sought.
- 4.4 The remuneration for consultancy should be received by a Cheque/Demand Draft/Online Transfer in favour of Finance Officer of the University. **Individual Faculty members/Department should not receive consultancy amount directly.**



- 4.5 GST and other taxes as applicable should be paid by the client and PI should include the same in the total cost of consultancy project.
- 4.6 Permissible Daily Allowance (D.A) / Travelling Allowance (T.A) are to be paid according to University rules or as per agreement with the client and PI, and it should not be included in the consultancy fees.
- 4.7 Before accepting the consultancy job, the faculty member shall obtain the approval from Authorities

5. SHARING OF CONSULTANCY REVENUE

- 5.1. The consultancy fee shall be distributed as under:

Consultancy Categories	PI and team members	University
Category 1 Individual Consultancy	30%	70%
Category 2 Institutional / Departmental Consultancy	40%	60%

The above breakup of the consultancy charges is for the internal administrative use of the University only and may not be revealed to the client for whom a lump sum figure of total consultancy charges may be quoted.



6. CERTIFICATION

AMET(through its PI) is not authorized to undertake certification in any form. At best, one can say that, on a given day, with a given sample, a well-defined test yielded the reported results.

7. SUBMISSION OF FINAL REPORT

After the completion of consultancy project, the Principal Investigator should submit the Final Report

Authorities Concerned

1. Board of Management
2. Board of Research
3. Research Monitoring Committee
4. Research Review Committee
5. Research Ethics Committee
6. The Vice Chancellor
7. The Pro Vice Chancellor Research
8. The Registrar
9. The Director Research
10. The Director-Projects and Publications
11. The Director, IPR Cell

Approved by the Academic Council in its 27th meeting held on 28-04-2017


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