



NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

Kumaracoil - 629 180, Kanyakumari District, Tamil Nadu, India

www.niuniv.com info@niuniv.com

+91-9486856101, 04651-250566

Policy on Consultancy Services and Corporate Training

Introduction

Consultancy is well recognized as an effective way for Universities 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 members needs to be managed, and the interests of the University must be protected. This policy provides provisions for conducting consultancy to ensure that consultancy activities undertaken by staff members are consistent with the University's strategic and operational objectives and that the costs are sustainable. NICHE is committed to making its expertise available through consultancy services, which will be offered to industrial, commercial, Government, professional, arts, and other educational and research organizations.

Consultancy Procedure and Eligibility Norms

The consultancy procedure followed at NICHE and eligibility norms for undertaking consultancy activities through NICHE are presented under the following two sub-sections.

1. Scope of Consultancy Services Offered

- 1.1 Consultancy services in NICHE areas of expertise available from NICHE may be offered to industries, service sectors, government departments, and other national and international agencies.
- 1.2 The services offered consultancy shall be along the lines of "Professional Services" such as Feasibility Studies; Technology Assessments; Assessment of Designs and/or Current Manufacturing Processes; Material, Energy, Environmental Assessment and Audits Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.
- 1.3 Consultancy work that is too complex to handle, by virtue of certain constraints inherent in any academic and research environment, such as the execution of certain types of works, should not normally be undertaken by the staff members of NICHE, irrespective of the availability of expertise and perceived needs of the clients.

- 1.4 All consultancy work and related jobs need to be structured and executed in the spirit of promoting NICHE -Industry Interactions as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of NICHE graduates and scholars (PhDs / PGs / UGs), and, in the process, for generating funds.

2. Eligibility for Undertaking Consultation

Full-time faculty and research staff can undertake consultancy and related assignments. Any other employee of the Institute may undertake consultancy work with the prior approval of the Director of Research. All employees undertaking consultancy shall hereinafter be referred to as consultants.

3. Categories of Consultancy Projects

3.1. A consultancy project shall be undertaken at NICHE under any of the following types:

Type – I: Consultancy projects to be undertaken by adhering to the Standard Terms and Conditions of NICHE

Type II: Consultancy projects are to be undertaken by adhering to the Specific Agreement or Memorandum of Understanding (MoU), which describes the details of the contract, legal requirements, and export clearance.

- Under Type I, the work is undertaken in good faith between the consultant and the client, and the standard terms and conditions limit both parties' obligations and responsibilities.
- The second type, consultancy projects, 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, disputes resolution, liability, Intellectual Property Rights (IPR) matters, arbitration, and applicable law. These projects involve significant effort and time associated with negotiating and implementing the research contracts.

3.2. Consultancy and related services to be offered by NICHE will be categorized mainly as follows:

- (a) **Category 1: Individual Consultancy: (Expert Advice and Development Project)**
Consultancy that does not involve the use of any NICHE facilities and is solely based on the expertise of the Consultant.
- (b) **Category 2: Institutional / Departmental Consultancy:**
Consultancy that involves the use of the infrastructure/facilities, such as equipment, instruments, laboratory expertise, skills of staff members, etc., is available at NICHE.
- (c) **Category 3: Testing and Evaluation / Calibration and Standardization Services:**
The service involves routine testing and evaluation to meet the needs of outside organizations, agencies, and educational institutions.

NB: The consultancy and related services should not interfere with NICHE's normal teaching and research.

4. Conflict of Interest

Consultants shall disclose to the Director Research in writing the existence of;

(i) any relationship between him/her and the client funding the consultancy project or any vendor to whom payments are made from the project funds in the form of involvement of any immediate relatives or

(ii) any scope for potential disproportionate self-gain.

Director Research will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that the consultant's involvement does not adversely affect the consultant's objectivity, integrity, or commitment to NICHE and the profession.

Consultants may not use the name of NICHE or the fact that they are affiliated with NICHE in a manner that

(i) suggests that NICHE approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or

(ii) suggests that NICHE has performed research or issued research findings when it has not done so or misleadingly states the results of research carried out at NICHE or

(iii) may be interpreted to communicate the official position of NICHE on any issue of public interest.

5. General Rules Concerning the Conduct of Activities Through NICHE

- i. A consultancy work may be undertaken by the faculty members of NICHE in their area of expertise.
- ii. The consultancy services should be undertaken only with the prior permission of NICHE.
- iii. Consultancy services should not interfere with the discharge of the consultant's prime duties—those of the faculty member or the department.
- iv. Consultancy services should not conflict with NICHE's interests.
- v. In the context of consultancy services, the NICHE consultant should not directly or indirectly be associated with unethical or inappropriate activities.
- vi. In the case of foreign consultancy, NICHE will permit the practice based on the nature of the associated consultancy work. In this regard, the consultant has to execute a bond with NICHE.
- vii. Travel out of the NICHE campus for consultancy activities should be undertaken with intimation to the Head of the Department/Dean. In case the consultant is one of the Department heads, intimations should be sent to the Director of Research through the Dean.
- viii. NICHE consultants may normally undertake outstation travel on Consultancy Assignments with the prior approval of the Head of the Department or the Director of Research (in the case of Heads of Department). However, such approvals are anticipated to

be given within two working days to ensure that prior commitments to clients are honoured.

In emergencies, prior intimation and subsequent sanction could be considered acceptable.

ix. NICHE faculty members involved in conducting consultancy services can make on-duty industrial visits and meet industry people for discussions related to consultancy work.

x. All remuneration for undertaking consultancy should be received by demand draft or electronic transfer in favour of “NICHE” payable at “Thalakulam.” Faculty members should not receive any cash directly for consultancy through NICHE.

xi. Remuneration will be paid by NICHE to the individual faculty member directly after the completion of work.

6. Institutional Policy on Revenue Sharing

The consultancy fees for the consultant of NICHE should be mentioned in the budget proposal submitted by the beneficiary and should be approved by the Registrar. The distribution ratio of the consultancy fee is as follows:

Sl. No.	Particulars	Faculty	University
1.	Category 2 Institutional / Departmental Consultancy Use of Institute Space and or Equipment	40%	60%
2.	Category 1 Individual Consultancy To provide solutions/expertise to problems in the industry.	60%	40%
3.	Category 3 Testing and Evaluation / Calibration and Standardization Services	30%	70%
	Analysis and Characterization of Samples	20%	80%

The details of the above breakdown of the consultancy charges are to be used internally only at NICHE and may not be revealed to the client for whom a lump sum figure of total consultancy charges may be quoted.

7. General Procedure

- The consultant (an individual faculty member or the department of NICHE) should receive the consultancy proposal (from the beneficiary) along with a copy of the standard terms and conditions (Annexure—1) and submit it to the Director of Research through the Head of the Department (HoD)/ Dean.
- The director of research, HoD, or dean will examine the proposal and submit it along with their recommendations to the Registrar.

(iii) The higher authorities of NICHE will consider the following aspects before recommending the proposal:

- a. Extent to which the consultants or the department will undertake the consultancy work in addition to their normal duties and workload.
- b. During the days of institutional commitments, the consultants should not neglect their duties and should concentrate on consultancy work alone.
- c. The consultancy fees should be carefully proposed in the budget submitted by the beneficiary.
- d. The entire consultancy service or project should focus on NICHE's interests in the long run.
- e. All issues related to the progress of the consultancy work, handling of the budget amount, and the stipulated time frame should be legally discussed with the competent authorities of NICHE and mentioned in the agreement.
- f. The Registrar of NICHE will issue the approval letter after getting the consent of the competent authorities.
- g. The consulting commitment for the consultants or the department of NICHE should not exceed 30 days in an academic year.

Note:

For all matters not covered in this document, as a general principle, the Director of Research may be approached for consideration on a case basis.




Registrar

Dr. P. THIRUMALVALAVAN,
Registrar,
Noorul Islam Centre for Higher Education,
Kumaracoiil - 629 180, Thuckalay,
Kanyakumari District.