



ERODE SENGUNTHAR ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade

PERUNDURAI -638 057, TAMILNADU, INDIA.



Consultancy policy





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CONSULTANCY POLICY

Academic year 2019-2020 onwards

Objective:

The objective of Consultancy Policy is to promote academic, industry and research interaction and to encourage and facilitate faculty to provide knowledge inputs sought by industry, government agencies or other academic / research organizations.

Purpose:

This policy is intended to provide a clear framework for those institute staff engaged in, or who wish to engage in, consultancy.

Guidelines for undertaking Consultancy work:

- The Academic/Technical Staff (henceforth to be called as staff), may undertake consultancy or provide technical services to industry and other organizations, utilizing if necessary, the facilities of the institute.
- The services/consultancy provided may be of the following types:
 - Institutional Consultancy:** Institutional Consultancy relates to advice rendered to an industry/organization or work done for them, by a Department/group/individual on behalf of the institute.
 - Individual Consultancy:** Individual Consultancy relates to consultancy work undertaken by an academic staff member in his/her individual expertise.
 - Technical Consultancy:** Technical Consultancy relates to providing of routine technical data/information, analysis, training etc. and to fabrication of equipment etc. which does not require interpretation
- Any consultancy work shall be undertaken with the approval from Principal.

While approving of a consultancy proposal, the following will be taken into consideration:

- The normal duty of the individual staff member and the interest of the Department do not suffer.
- An individual staff member has to undertake consultancy work with prior permission from the Head of the Department and Principal



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- While working at the cost of consultancy project, the following be taken into consideration.

The cost of consultancy work shall be given under the following heads:

- i. Intellectual/ Expert fee
- ii. Manpower
- iii. Transport
- iv. Fieldwork
- v. Equipment's/Machineries
- vi. Contingency
- vii. Miscellaneous

T.A and D.A are applicable as per the institute norms/agreement with the client.

GST is applicable as per Government norms.

The norms of the institute are applicable from time to time

- The client shall pay the total project cost in advance to the institute or at least 70% of the total cost of the consultancy work. In case of Government agencies, the Government norms are applicable.
- The distribution of consultancy amount received will be as under.
 - For consultancy work, 30% of the amount received will be paid to the staffs involved and 70% will accrue to the Institute.
 - Out of the total share of the Institute, 10% will be paid to the Institute as administrative charges, 40% will be paid to the Corpus Fund "Development Fund" and 50% will be available to the department concerned for the purchase of equipment/material/repair of the existing equipment/maintenance of laboratory infrastructure or for any academic activity/industry participation activity ,upon request by the department.
 - The amount to be distributed to the staff will be a per recommendation of the Principal
- At the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project and the audited statement of accounts will be submitted to the College.



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- The conduct of consultancy work should be in accordance with the moral and ethics of the Institute.
- In case of any ambiguity, the decision taken by the Principal will be final