

## **17. CONSULTANCY POLICY**

### **17.1 PREAMBLE**

This document defines guidelines and procedures followed by the Industry Institute Interaction Cell (IIIC) of PERI Institute of Technology in implementing the consultancy services of the Institution.

### **17.2 GENERAL FEATURES**

#### **17.2.1 Industry Institute Interaction Cell**

As a part of the III cell, the institution has an opportunity to take up problems faced by the industries and give them suitable solutions. This process, leading to consultancy services is helping both the academia and the industries in a complementing and supplementing manner. The problems identified by the industries, while being taken up by the relevant experts in the institution, all the needed facilities, both software and hardware, available in the institution are appropriately made use of for solving the problems.

#### **17.2.1 Purpose**

A formal framework to guide the implementation of this process and procedures followed by the IIIC in implementing the consultancy services of the Institution is covered in this document.

### **17.3 CONSULTANCY POLICY STATEMENTS**

#### **17.3.1 Provisions**

While taking up the Consultancy work, the following three verticals are being recognized. Based on the needs, each and every project can be categorized in one or the other:

- 1) Facilities belonging to the institution
- 2) Facilities belonging to the client
- 3) Facilities belonging to third party
- 4) It can also be a combination of one or more of the above features.



### **17.3.2 General Terms and conditions**

**17.3.2.1** Every Consultancy project shall be received through the IIIC and a team of 3 including subject expert, research head and a senior professor will go through the received consultancy project and give their guidelines on pursuing the consultancy work.

**17.3.2.2** It should be very clear, once it is through the panel, the person identified to undertake the consultancy will have to give a complete budget for the consultancy in terms of human resource, physical infrastructure, equipment under the category of capital and consumable and the budget shall also include if there is any special need for electricity supply, water and other resources.

**17.3.2.3** The time period of the execution should be specifically mentioned. In the event of any delay, both the client and the institution should be clear on impact of delays, whether it is positive or negative.

**17.3.2.4** Any consultancy project should lead to new learning to the those carrying out the work and also to the other faculty members and students interested in that area, and also an occasion to show the expertise of the institution in solving practical problems, resulting in a clear benefit for the client.

- Timely reports on the consultancy should be given to the IIIC.
- Once the consultancy is completed, it has to be again reviewed by the three-member committee and sent to the client.

**17.3.3** The finance involved shall be routed through the IIIC of the College.

**17.3.3.1** Any legal issues emanating from the consultancy will be settled in the Courts of India.

**17.3.3.2** After receiving the Purchase order, Non-Disclosure Agreement (NDA) and Service Level Agreement (SLA) should be signed between institution and industry, before initiating the



Consultancy Services and the copy of the same should be submitted to IIIC.

**17.3.3.3** A MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved in the consultancy work and the copy of the same should be submitted to IIIC.

**17.3.3.4** Any faculty/staff found violating the policy is liable to face disciplinary action. The industry or organization requiring consultancy services shall send direct mail to the Consultancy mail ID: [research@peri.ac.in](mailto:research@peri.ac.in)

**17.3.3.5** The Consultancy Coordinator on receiving the request from the industry/organization shall identify the department to be involved in the project and inform to the HEAD concerned.

**17.3.3.6** The HEAD shall nominate a faculty member or a group of faculty members having the required expertise and inform the Consultancy Coordinator for approval.

**17.3.3.7** In case, if the consultancy work is directly approached to specific faculty member based on his/her own expertise, it also needs approval from the Consultancy Coordinator, before starting the work.



#### **17.4 Policy for Revenue Sharing in Consultancy**

Revenue sharing will be based purely on the resources utilized and man power used.

Each consultancy may differ in terms of the cost of capital and the consumable and HR resources.

At the end of the consultancy project, the consultant shall submit a report on the cost of the project. Based on the utilization of the resources, the sharing of the revenue will differ.

