



**St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH**  
**Avadi, Chennai – 600 054**

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### **CONSULTANCY POLICY**

Consultancies provide enrichment of the experience and knowledge through interacting in the professional sphere. The Academia also get a chance of experimenting under actual service conditions. Consultancy also provides an opportunity to students to visualize the sphere of their chosen profession. It provides financial return to St. Peter's Institute of Higher Education and Research, the faculty and the students. The faculty members of the Department are permitted to engage themselves in Consultancy practice to such extent, which does not interfere with the discharge of their routine duties.

#### **Policies:**

Any Consultancy work, whether carried out by an individual or a group of faculty members and irrespective of the quantum of facilities of the Department availed, should be carried out through Knowledge Transfer Centre. The Knowledge Transfer Centre is a place where Department faculty members, students and department alumni's work in a collaborative environment to provide knowledge solutions and services to the Society. Centre offers expertise and a host of specialized facilities which can be used by academia and industry and is of mutual benefit.

The consultancy works can be categorized as,

- (i) Software consultancy
- (ii) Research/Development based consultancy
- (iii) Industrial consultancy
- (iv) Collaborative consultancy
- (v) Extension activities
- (vi) Human resource development.
- (vii) Testing



*Lakshmi*  
**Registrar**

St. Peter's Institute of Higher Education and Research  
(Deemed to be University) U/G & PG of the UG & PG Courses

- Institute will nominate the Coordinator of the Centre to coordinate the work, who will assign the job to an individual / group of members, competent to undertake the work with the consent of the Head of the Department.
- The distribution of the consultancy fees (after deducting the expenditure) among the consultant and the institute is given below. These guidelines may be modified as and where required with the approval of BORS.

Sl. No.	Type of Consultancy	Particulars	Distribution of charges
1.	Advisory Consultancy	Consultant / Team of consultant	70%
		Concerned department	20%
		University	10%
2.	General Consultancy	Consultant / Team Consultant	65%
		Concerned department	25%
		University	10%
3.	Testing	Consultant / Team Consultant	25%
		Concerned department	25%
		University	50%

### **I. Guidelines for framing consultancy charges:**

For any consultancy work, communications between consultant and industries may be made at first through emails/ letters / in person for the technical details and consultancy charges. Consultant can sign an agreement with industry / client in presence of authorities/concern Head of Department regarding the details of work to be carried out, non- disclosure agreement as well as terms and conditions.

### **II. The following guidelines may be considered while framing the charges.**

- i. Cost of equipment and Software's
- ii. Books and Journals
- iii. The Overhead for the use of departmental infrastructure
- iv. Travel
- v. Consumable
- vi. Contingent expenses
- vii. Fee for Scientific / Technical Advice
- viii. Remuneration
- ix. Analytical services



  
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Industry / Client will pay the full consultancy amount to the institute and institute will distribute the consultancy fees to the staff and department. The fund received by the department can be utilized for the academic research activities of the consultant and welfare of the department.

- Needless to say, that in any case the total estimated cost under the heads from (i) to (ix) cannot exceed the total Consultancy charge.
- No ceiling limit is laid down with regards to the total amount of the Consultancy charges. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff members have to work in addition to their routine duties.
- The Consultant/Coordinator will directly deal with the client in all matters regarding the Consultancy job.
- In case the work is published /patented, the university rule will apply and the share of the profits accruing will be distributed Department Centre.
- The Coordinator will obtain prior permission from Institute for undertaking Consultancy with detailed project costs and the request needs to be routed.
- The Knowledge Centre account is subject to audit as per Institute norms.

In addition to the above policies, Head of the institution has privilege to enhance and modify the policies and issues the order as and when required.

