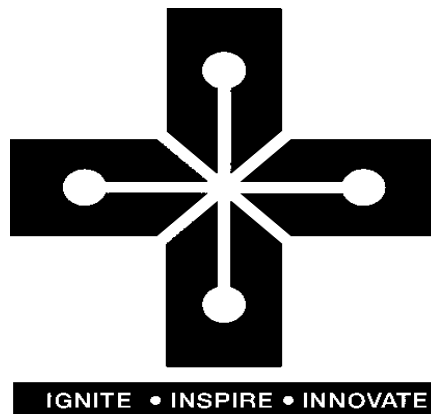


# **POLICY FOR CONSULTANCY**



**St. Peter's Institute of Higher Education and Research  
(Deemed to be University U/S 3 of the UGC Act, 1956)  
AVADI, Chennai 600 054**



## **POLICY FOR CONSULTANCY**

### **1. Preamble**

Consultancy is recognized as a strategic institutional activity contributing to revenue generation, industry engagement, and knowledge transfer. It enables faculty members to apply their academic expertise to real-world problems while enhancing institutional visibility and financial sustainability. Faculty members are permitted to undertake consultancy assignments, provided such engagements do not interfere with their regular academic and administrative responsibilities.

### **2. Scope**

This policy applies to all faculty members, departments, and centres of the institution. All consultancy activities shall be undertaken only through the Knowledge Transfer Centre (KTC), which shall serve as the nodal agency for coordination, approval, and monitoring.

### **3. Categories of Consultancy**

Consultancy work undertaken by the institution may include software consultancy, research and development consultancy, industrial consultancy, collaborative consultancy, extension activities, human resource development, and testing, measurement, and analysis services.

### **4. Administration of Consultancy**

The Institute shall nominate a Coordinator for the Knowledge Transfer Centre to administer consultancy activities. All consultancy assignments shall be undertaken only after obtaining prior approval from the Head of the Department and the Knowledge Transfer Centre or the competent authority. A formal agreement shall be executed between the institution and the client, clearly specifying the scope of work, deliverables, consultancy charges, confidentiality provisions, and other applicable terms and conditions.

### **5. Distribution of Consultancy Charges**

<b>Sl. No.</b>	<b>Type of Consultancy</b>	<b>Particulars</b>	<b>Distribution of Charges</b>
1	Advisory Consultancy	Consultant / Team	65%
		Department	15%
		Institution	20%
2	General Consultancy	Consultant / Team	70%
		Department	15%
		Institution	15%
3	Measurement / Analysis	Consultant / Team	50%
		Department	30%
		Institution	20%

### **5.1 Performance incentives:**

- Faculty generating consultancy revenue exceeding ₹10 lakhs shall be eligible for an additional 5% incentive.
- Repeat consultancy assignments from the same client shall qualify for an additional bonus incentive.
- High-impact consultancy work shall be recognized through institutional awards or incentives.

### **6. Vertical Industry Alignment**

The institution shall identify and prioritize key industry sectors aligned with faculty expertise, including Manufacturing and Industrial Engineering, IT and Software Services, Healthcare and Biotechnology, Infrastructure and Civil Engineering, and Energy and Sustainability. Faculty expertise shall be aligned with industry needs, supported by defined consultancy targets and a structured approach to industry engagement.

### **7. Equity Participation**

For faculty-led startups or spin-offs, the institution may claim an equity stake in the range of 2%–10%, based on the extent of institutional resources utilized and the contribution of intellectual property. A clear distinction shall be maintained between personal ventures of faculty and activities undertaken as part of institutional consultancy.

### **8. Guidelines for Consultancy Charges**

Consultancy charges shall be determined by taking into account various cost components, including the cost of equipment and software, books and journals, overhead charges for the use of institutional infrastructure, travel expenses, consumables, contingent expenses, professional or technical fees, remuneration, and analytical services. Applicable taxes, including GST, shall be levied as per prevailing government norms. All payments towards consultancy shall be received through the institution, and no direct financial transactions between the consultant and the client shall be permitted.

### **9. Time Allocation**

Faculty members undertaking consultancy shall ensure that such engagements do not adversely affect their teaching, research, or administrative responsibilities. The time devoted to consultancy shall ordinarily not exceed one day per week or its equivalent.

### **10. Conflict of Interest**

Faculty members shall disclose any financial or professional interest they may have in the client organization or the consultancy assignment. Consultancy activities shall be carried out in a manner that does not conflict with the interests of the institution or compromise the integrity of academic responsibilities.

## **11. Liability and Risk Management**

All consultancy agreements shall clearly define the scope of work, deliverables, confidentiality obligations, and limitation of liability. In cases involving high-value or high-risk consultancy projects, appropriate insurance coverage may be required to safeguard both the individual consultant and the institution.

## **12. Intellectual Property Rights**

The ownership of intellectual property arising out of consultancy work shall be specified in the agreement executed with the client and may be categorized as client-owned, jointly owned, or institution-owned. Any revenue generated through commercialization of such intellectual property shall be shared in accordance with institutional norms.

## **13. Utilization of Funds**

The share of consultancy revenue allocated to the concerned department shall be utilized for academic and research activities, infrastructure development, and other initiatives that contribute to the growth and welfare of the department.

## **14. Student Participation**

Students may be involved in consultancy projects where appropriate, under the supervision of faculty members. Such participation shall be aligned with academic objectives and shall provide practical exposure to real-world applications.

## **15. Monitoring and Audit**

All consultancy activities shall be subject to institutional audit and periodic review by the Knowledge Transfer Centre. Proper records of consultancy projects, revenue, and expenditures shall be maintained for accountability and transparency.

## **16. General Provisions**

The Consultant or Coordinator shall interact with the client for all matters relating to the execution of the consultancy project. Prior approval must be obtained before undertaking any consultancy assignment. All consultancy activities shall comply with institutional regulations and applicable statutory requirements.

## **17. Amendments**

The Institute reserves the right to modify or revise this policy from time to time. Any exception to the provisions of this policy shall require the approval of the competent authority.

## **18. Entry into Force**

This policy shall come into effect upon approval by the competent authority.

- (i) This Policy shall come into effect on .....
- (ii) All agreements concluded by the Institute and the Inventor(s) at an earlier time shall be governed by the provisions of the Policy in effect at the time of the signing of such contracts.