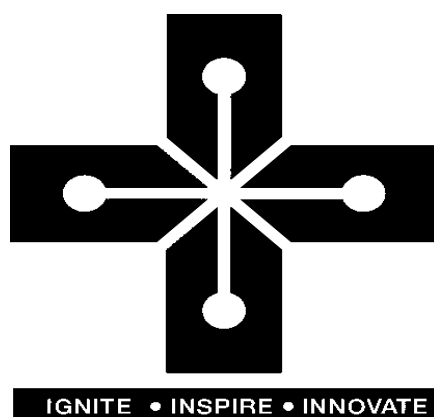


POLICY FOR CONSULTANCY



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



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. Individual Consultancy and Institutional Consultancy

The Institution recognises that consultancy services may be undertaken either by individual faculty members in their professional capacity or by the Institution through its institutional resources and multidisciplinary expertise. To ensure clarity in governance, financial administration, utilisation of institutional resources, and compliance with Institution regulations, consultancy activities shall be categorised as Individual Consultancy and Institutional Consultancy, each governed by appropriate operational procedures and approval mechanisms.

The Institution shall recognise the following categories of consultancy:

(a) Individual Consultancy

Individual Consultancy refers to consultancy assignments undertaken by a faculty member in his or her personal professional capacity, without substantial utilisation of the Institution's infrastructure, laboratories, equipment, or institutional resources.

Such consultancy may include:

- (i) Providing expert advice, professional opinions, or technical consultation to external organisations.
- (ii) Serving as a subject expert, consultant, evaluator, reviewer, arbitrator, or member of expert committees.
- (iii) Delivering training programmes, workshops, executive development programmes, and capacity-building initiatives for external organisations.
- (iv) Offering specialised professional services based primarily on the faculty member's academic knowledge, expertise, and experience.

(b) Institutional Consultancy

Institutional Consultancy refers to consultancy assignments undertaken in the name of the Institution that involve the use of institutional infrastructure, laboratories, equipment, specialised facilities, technical personnel, or multidisciplinary expertise.

Such consultancy may include:

- (i) Consultancy projects requiring the use of Institution laboratories, research facilities, equipment, or specialised infrastructure.
- (ii) Multidisciplinary consultancy projects involving faculty members from multiple Schools, Departments, or Centres.
- (iii) Laboratory testing, analytical services, calibration, certification, validation, and technical evaluation undertaken using Institution facilities.
- (iv) Major consultancy assignments executed on behalf of the Institution for Industry, Government agencies, Public sector undertakings, International organisations, and other external stakeholders.
- (v) Consultancy projects requiring formal institutional agreements, resource sharing, intellectual property management, or technology transfer support.

5.1 General Provisions

- (i) The Institution shall establish appropriate approval, financial, and administrative procedures for both Individual Consultancy and Institutional Consultancy in accordance with the Consultancy Policy.
- (ii) Consultancy assignments shall be undertaken without adversely affecting the faculty member's teaching, research, academic responsibilities, and other institutional commitments.
- (iii) Revenue sharing, utilisation of institutional resources, intellectual property ownership, confidentiality, and liability shall be governed by the relevant provisions of the Institution's Consultancy Policy and applicable statutory regulations.
- (iv) The Consultancy Cell shall monitor both categories of consultancy to ensure transparency, accountability, compliance, and the promotion of quality consultancy services.

5.2 Revenue Sharing

The Institution shall prescribe separate revenue-sharing mechanisms for Individual Consultancy and Institutional Consultancy, taking into account the nature of the consultancy assignment, utilisation of Institution infrastructure and resources, involvement of technical and administrative personnel, intellectual property considerations, and institutional overheads. The detailed revenue-sharing ratios and operational procedures for each category shall be specified in the Institution's Consultancy Policy and reviewed periodically to ensure fairness, transparency, sustainability, and alignment with institutional objectives.

Distribution of Income

Sl. No.	Category of Consultancy	Particulars	Distribution of Charges
1	Individual Consultancy	Consultant / Faculty Member	80%
		Department	10%
		Institution	10%
2	Institutional Consultancy	Consultant(s) / Project Team	50%
		Department / Centre	25%
		Institution	25%

6. Consultancy Excellence Framework

The Institution recognises consultancy as an important avenue for translating academic expertise into practical solutions for Industry, Government, and Society. To strengthen its consultancy ecosystem, the Institution shall adopt a Consultancy Excellence Framework that promotes quality, accountability, and sustainable growth in consultancy activities. The Framework shall establish measurable

performance indicators, encourage wider faculty and student participation, and facilitate periodic monitoring to enhance institutional impact and industry engagement.

The Institution shall endeavour to:

- (i) Establish annual consultancy targets for the Institution, Schools, Departments, and individual faculty members, aligned with the institutional strategic plan.
- (ii) Monitor consultancy revenue generated from projects undertaken with Industry, Government agencies, Non-Governmental organisations, and other external stakeholders.
- (iii) Track the number of consultancy clients served annually to assess the Institution's outreach and engagement with external organisations.
- (iv) Encourage repeat consultancy engagements as an indicator of client satisfaction, service quality, and long-term institutional partnerships.
- (v) Promote faculty participation in consultancy activities by recognising consultancy as a significant component of academic engagement and professional contribution.
- (vi) Encourage student participation, wherever appropriate, through internships, project assistance, field studies, technical support, and experiential learning opportunities associated with consultancy assignments.
- (vii) Monitor the industry sectors served to ensure diversification of consultancy activities across strategic sectors and emerging areas of National importance.

7. 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.

8. 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.

9. Equity Participation

For faculty-led startups or spin-offs, the institution may claim an equity stake in the range of 100%, 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. Digital Academic Visibility for Consultancy Opportunities

The Institution recognises that enhancing the digital visibility of faculty expertise is essential for expanding consultancy opportunities, fostering industry collaborations, and strengthening institutional outreach. To facilitate effective engagement with industry, Government, and other external stakeholders, the Institution shall maintain a comprehensive and regularly updated digital repository of faculty expertise that showcases academic strengths, research capabilities, consultancy experience, and professional competencies.

The Institution shall endeavour to:

- (i) Develop and maintain a Faculty Consultancy Capability Directory and prominently host it on the official Institution website.
- (ii) Ensure that each faculty member's profile includes academic qualifications, areas of expertise, consultancy services offered, industry experience, funded research projects, patents and innovations, professional certifications, and other relevant professional accomplishments.
- (iii) Regularly update faculty profiles to ensure the accuracy, completeness, and relevance of information for potential collaborators and clients.
- (iv) Organise faculty expertise under appropriate disciplinary and thematic categories to enable easy identification of subject experts by Industry, Government agencies, and other stakeholders.

- (v) Integrate the Faculty Consultancy Capability Directory with the Institution's Research, Consultancy, Innovation, and Technology Transfer ecosystem to promote interdisciplinary collaborations and institutional capabilities.
- (vi) Encourage faculty members to maintain comprehensive professional profiles highlighting their consultancy experience, specialised skills, publications, research achievements, and successful industry engagements.
- (vii) Utilise the Faculty Consultancy Capability Directory as a strategic platform to enhance the Institution's visibility, attract consultancy assignments, facilitate collaborative projects, and strengthen partnerships with industry and other external organisations.
- (viii) Periodically review the effectiveness of the Directory in generating consultancy enquiries, collaborative opportunities, and industry engagement, and implement continuous improvements to maximise its outreach and impact.

21. 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.