



## 10. CONSULTANCY POLICY

### Statement

The purpose of this policy is to establish consistent guidelines for undertaking research, non-research, and/or private consulting assignments on behalf of the institution. Faculty may engage in research, non-research, and/or private consultancy services as long as it does not interfere with the execution of their primary responsibilities. We believe that these activities will eventually help a faculty member advance professionally and elevate the institution's profile as well. Consultancies are only permitted with the approval of the designated Dean R&D. Although there is no cap on earnings, there is a restriction on the amount of time spent on consultancy services.

### Scope

The policy shall serve as an overall framework for carrying out consultancy works in the college. The policy is applicable to all departments of TKM College of Engineering.

- Consultancy Services in niche areas of expertise available at the University may be offered to industries, the service sector, government departments, and other national and international organisations.
- The services provided shall be in the nature of 'Professional Services,' with obligations and ethical requirements as specified in the standard terms and conditions.
- The range of activities that can be covered by the consultancy services provided includes feasibility studies, technology assessments, assessments of design and/or current manufacturing processes, material, energy, environmental, and manpower audits, product design, process development, software development, general troubleshooting, retrofitting exercises, intensive efforts for transfer of highly focused skills and expertise to specific groups in specific organisations, vision and strategy.

### Procedure

- If a faculty member desires to accept consulting work from an outside organisation, they must submit to "The Principal, TKM College of Engineering, Kollam" stating the Consultancy Proposal, the details of the Agreement, and the Standard Terms and Conditions of the proposed Contract on the prescribed

proforma. All such proposals must be accompanied by a communication from the Client, either by e-mail or in writing, clearly indicating the title, scope, and duration of the proposed consultancy, as well as the amount of consultancy charges being offered, along with timelines and deliverables, and any other relevant information.

- The letter shall be forwarded to “The Head of the concerned Department” for the necessary action and the Head of the Department will be forwarding it to the concerned Lab-in-charge.
- The Lab-in-charge/ faculty-in-charge of consultancy shall be entrusting a faculty or a group of faculties to carry out the consultancy and to prepare the report.
- The assigned faculty/faculties should monitor the testing, perform the analysis and prepare a report of the same by checking the conformity of the work with the relevant Indian Standards.
- The rates for the requested consultancy assignment should be charged from the client as per GO (Ms) No.06/2012/HEdn dt. 09/01/2012.
- The bill payments made by the client on receipt of the report shall be distributed as per GO (Ms) No.06/2012/HEdn dt. 09/01/2012.