

SRM VALLIAMMAI ENGINEERING COLLEGE
(An Autonomous Institution)
SRM Nagar, Kattankulathur-603 203



CONSULTANCY POLICY

April 2024

OBJECTIVES

- To provide specialized expertise and knowledge to industries and organizations to solve complex problems and challenges.
- To assist industries in improving their processes, systems, and products, thereby enhancing their efficiency and competitiveness.
- To facilitate technology, transfer from academia to industry by working with researchers to identify commercial applications of their research.
- To help industries in identifying and analysing market opportunities, designing market entry strategies, and developing new business models.
- To provide training and development programs for industry professionals to enhance their skills and knowledge.
- To support the development of new technologies and products that can improve the quality of life and contribute to economic growth.

APPROVALS

Any consultancy proposal received by a faculty and or/ staff of SRMVEC should submit the request letter to the Principal, for recommendation/approval by Consultancy

- ✓ The Principal/Consultancy Convener will be responsible for determining whether to accept or reject the proposal.
- ✓ Accepting a proposal for consultancy activity is not automatic, and the decision will depend on various factors carefully considered during the evaluation process.
- ✓ If there is any uncertainty regarding whether a proposed task qualifies as consultancy, faculty/staff should seek advice from the Consultancy Convener. The Consultancy Office will offer necessary clarifications and help determine the appropriate classification. However, in case of any disagreements, the final decision rests with the Principal/Director.

- ✓ Faculty/staff must obtain prior approval for all consultancy work.
- ✓ SRMVEC reserves the right to reject any consultancy proposal without providing specific reasons. -
- ✓ Individual faculty/staff members are responsible for maintaining their records and ensuring that they are endorsed by the appropriate authority.
- ✓ Any faculty/staff member found violating the policy will be subject to disciplinary action.

METHODOLOGY

- On obtaining the consultancy, the consultant needs to submit required details to Consultancy Convener. It shall be the sole responsibility of the consultant to estimate the time and cost required to accomplish the task.
- While entering into consultancy agreements, only the standard contract terms & conditions of SRM VEC's consultancy agreement model shall be used. This is to ensure that the legal and statutory requirements like taxes, and other statutory levies are complied with by the contracting authority.
- The Head of the Department as appropriate can recommend work that can be undertaken under the SRMVEC's standard terms and conditions. A copy of the recommendation/request must be forwarded to the Office of the Consultancy Convener.
- Where a client insists on an Agreement on the client's terms, SRMVEC will review the client's terms and conditions, in consultation with the Legal Department of SRMVEC through the Principal/Convener, for renegotiation or accepting the terms. Any agreement with the client, outside of the approved Standard Terms and Conditions can be entered into only after approval of the Principal/Convener and shall be done through Principal/Convener.

PAYMENT DISTRIBUTION MODEL

S.No	Earnings	Consultant (s)	Institution
1	Software based/ Hardware related/Prototype	70 %	30%

- Statutory deductions for income tax and other such taxes will be made, and faculty/ staff will receive only the net amount after the applicable deductions. Amounts payable to the faculty and staff cannot be drawn in cash or as a cash alternative for an individual's benefit and shall be paid only electronically into the salary bank account of the individual. The share is exclusive of the salary payable to the Individual.
- The price of any consultancy agreement contract shall be on a contract-by-contract basis, depending on the nature of the client and project.
- In any financial year, a total consultancy income of a faculty/staff member permissible under the standard distribution model outlined above shall not exceed the total gross salary for the year of the individual.
- The development of teaching and academic materials and other publications (books and articles) in a consultancy shall be subject to norms of SRMVEC's Policy

CLARIFICATIONS

- For all matters not covered in this document, as a general principle, Director/Principal/Head-R&D/Consultancy Convener may be approached for clarifications required, if any.

GENERAL TERMS AND CONDITIONS

1. All consultancy payments must be processed exclusively through SRMVEC. This entails that all payments should be made in the name of SRM Valliammai Engineering College electronically, into the designated

bank account. SRMVEC will then ensure compliance with statutory laws and subsequently allocate the appropriate share to the respective faculty/staff.

2. The breakdown of consultancy charges should not be disclosed to the client. Only a lump sum of the consultancy charges may be quoted. However, an internal working sheet should be maintained for record-keeping purposes and be made available for internal audits as necessary.
3. The consultancy agreement shall conform with the laws of India as laid out in the Standardized Terms and Conditions. In exceptional circumstances after due approvals, compliance with both the countries and/or international laws may be agreed upon.
4. The responsibility for completing the project rests solely with the consultant. The agreed deliverables are the responsibility of the consultants. SRMVEC provides the consultants only the necessary support.
5. After completion of the project, a final Project Completion Report (PCR) shall be provided to the funding agency and two copies shall be sent to the office of SRMVEC Consultancy Convener for records.
6. A Completion Certificate (CC) should be obtained from the client for successful completion of the project based on which only the project account will be closed by the Finance Department of SRMVEC.
7. While for large projects, where the value of consultancy is in excess of Rs. 1 Lakhs (Rupees One Lakhs only) stage payments against agreed milestones may be accepted with due prior approvals, for small projects or day-to-day consultancy works, payments shall be received in advance from the client/s.
8. In extraordinary cases, where the SRMVEC consultancy work taken up cannot be completed by the consultant, SRMVEC reserves the right to

reassign the consultancy work to another investigator. Where it is not possible or where it is felt by SRMVEC that successful completion of the consultancy is not feasible, the approver would take it up with the client to close the project.



A handwritten signature in green ink, appearing to be "b" followed by a flourish, with the date "29/4" written below it.

PRINCIPAL
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