

CONSULTANCY WORK PROCEDURE AT SAINTGITS COLLEGE OF ENGINEERING (AUTONOMOUS)

- All the consultancy work carried out by the Departments will be under the direct supervision of Head of the Department (HoD) and coordinated by Department Consultancy Coordinator as well as SPOC for Consultancy in the institution
- There will be three types of consultancies works undertaken by the department
 - *Technology Transfer Consultancy*
 - *Training/ Sharing of resource person/ Consultancy work without any Saintgits facility*
 - *Lab testing*
- For each consultancy work with the client, meeting shall be arranged in the presence of SPOC, HoD and Department Consultancy Coordinator to decide the scope of collaboration and make a draft agreement.
- Institution shall to sign a Memorandum of Understanding (MoU) approved by General Manager, Corporate Relations, Saintgits College of Institutions (GM) from the institution behalf. The agreement shall be signed in presence of all concerned parties through their respective authorized signatories. From Saintgits the signing authorities are preferably the Head of the institution and Head of the respective Department.
- For each specific consultancy projects under the MoU, there shall be a separate term sheet mentioning the project details, project in charge, consultancy charges, payment schedule, time line and terms of conditions which needs to be approved by HoD, Consultancy coordinator and SPOC.
- For each consultancy projects, there shall be an assigned faculty. If required, lab staff and project assistant nominated by Department Consultancy Coordinator based on the type of consultancy and approved by HoD.
- All concerned technical experts or any person involved in the project shall enter into appropriate confidentiality agreement before entering into the project
- Management share generated by the consultancy work will be maintained in the Saintgits account and Department share will be settled on a monthly basis or completion of project or once the final payment received from the client based on the document submitted by the Department Consultancy Coordinator to Finance Section through HoD.

1. Roles and responsibilities

1.1. Institutional Consultancy SPOC

- Attracting various clients to the institution for Consultancy
- Liaison between the Institution and the client
- Document preparation and guidance for Consultancy & MoU
- Arranging meetings and follow up regarding each institutional consultancy works

1.2. Head of the Department

- Appointing the Department Consultancy Coordinator
- Approval of budget and procurement related to consultancy works

- Maintenance and review of department consultancy related documents
- Monitoring all the department consultancy works

1.3. Department Consultancy Coordinator

- Preparation of term sheet for each consultancy works.
- Identifying and nominating faculty in charge, lab staff and project assistant (if required) for each consultancy project.
- Coordination between Faculty in charge of the project and experts/industry/research/ academic institutions in the field of specific project work.
- Supervision and guidance to Faculty in charge for carrying out consultancy projects.
- Arranging additional support from the other departments for completion of the consultancy works if required.
- Outsourcing lab analysis through HoD if the facility not available in our institution.
- Reporting the requirements to HoD regarding the specific requirements related to consultancy works
- Completion of assigned consultancy work in the stipulated time mentioned in term sheet.
- Updating HoD regarding the progress of consultancy works

1.4. Faculty in charge of the project

- Review of literature and preparations regarding the specific consultancy project.
- Preparing and submission of the list of requirements (Chemicals, consumables, instruments, outsourcing if required) to Department Consultancy Coordinator
- Industry/ Academic industry visit/ interaction with subject experts for designing the consultancy work
- Formulating the work design and procedure
- Responsible for the confidentiality of all the data obtained as part of the consultancy project
- Training of lab staff in charge and project assistant of the project
- Monitoring of work progress by assigned lab staff and project assistant
- Preparation of detailed work report which need to be submitted to the client

1.5. Lab staff in charge of the project

- Carrying out the consultancy work in the guidance of Faculty in charge of the project
- Maintenance of separate registers, documents and stocklist related to consultancy work
- Updating the progress of work and requirement to the faculty in charge
- Calibration of all instruments in the lab
- Maintenance of all instruments and stock list in the lab
- Recording the data and results as part of the consultancy work
- Guiding and supervision of project assistant

1.6. Project assistant

- Assisting lab staff and faculty in charge for carrying out the work under the consultancy project

2. Consultancy Charges

2.1. For the 'Technology Transfer Consultancy Services', the Department Consultancy Coordinator shall submit a detailed proposal to Dean - Research and Associate Provost with budget details as mentioned in the format, Table 2.1 and get approval before communicating with the client as term sheet. The heads of the budget may vary on project basis and to be filled whichever applicable.

Section	Heads	Description
A	Consumables	Chemicals, glassware and other specific consultancy related consumables
	Equipment	Only minor equipment required for the specific needs of the consultancy work
	Manpower	Project assistant if required, which need to be decided at department level based on the nature of the consultancy work
	Testing charges	Internal as well as external analysis charges
	Travel	If required
	Contingency	Additional and unexpected cost including utility charges like electricity, water, LPG etc. Not more than 10% of the total budget
	Experiment set up	Expenses for Set up for a specific experiment
	Any other	Any other expenses specific to the project
B	Consultancy charges	9% of A
Total	A+ B	
Grand Total	Total + Tax applicable	

Table 2.1. Technology Transfer Consultancy Services budget format

2.2. From the 'Consultancy Charges' received from both private and government agencies for 'Technology Transfer Consultancy Services' split up as shown in the below table 2.2 has to be used while deciding the percentage share.

	In favour of	Share	Description	Share split
A	Management	30%	30% of total revenue	
B	Department Share amount	70%	70% of total revenue	
B.1	Technical experts / Man power	85% of B	Department Consultancy Coordinator	3% of B.1
			Faculty in charge	60% of B.1
			Lab Staff in charge	22% of B.1
B.2	Office work	2% of B	Accounts	1% of B.2
			Office	1% of B.2
B.3	Consultancy SPOC	3% of B	3% is applicable if the service came through MoU or otherwise will be shared under B.1.	
B.4	Head of the Department	4% of B		
B.5	Department fund	6% of B		

Table 2.2: Consultancy split up of Technology Transfer Consultancy Charges



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- 2.2.1. Thirty percentage (A) of the total revenue received from both private and government agencies will be transferred to the Management and seventy percentage (B) to the department.
- 2.2.2. From the Department share (B), 85% will be utilized for the technical experts/ manpower (B1) for the project (Department Consultancy Coordinator – 3%, Faculty in charge – 60%, Lab staff in charge -22%).
- 2.2.3. From of Department share (B), 2% to the office work – Finance and accounts (B2). In the finance Mr Aby Kuriakose and from the office Ms Shintumol Varghese will be receiving the amount under the head during the financial year 2023-2024 and 2024-2025.
- 2.2.4. From of Department share (B), 3% to the Institutional SPOC Consultancy (B3)
- 2.2.5. From of Department share (B), 4% to the Head of the Department (B4)
- 2.2.6. From of Department share (B), 6% shall be transferred to common Department fund (B5).

2.3. For payment received from both private and government agencies for ‘**Training/ Sharing of resource person/ Consultancy services without using any facilities at Saintgits College of Engineering**’ is involved (Applicable only if the equipment/chemical/ Saintgits Utility usage is not involved) and split up as shown in the below table 2.3 has to be used while deciding the percentage share.

	In favour of	Share	Description	Share split
A	Management	25%	25% of total revenue	
B	Department Share amount	75%	75% of total revenue	
B.1	Teaching/ Training/Consultancy faculty	87% of B	Faculty	55%
			Department Consultancy Coordinator	2%
			Lab Staff *	30%
B.2	Office work	2% of B	Accounts	1%
			Office	1%
B.3	Consultancy SPOC	2% of B	2% is applicable if the service came through MoU or otherwise will be shared under B.1.	
B.4	Head of the Department	3% of B		
B.5	Department fund	6% of B		

Table 2.3: Consultancy split up for Training/ Sharing of resource person/ Consultancy charges without using any facilities of Saintgits

*For teaching/ class/ consultancy service by the faculty, where no usage of lab or lab staff, the total amount for Lab staff will be given to the faculty handling the class/ training/ consultancy service.

- 2.3.1. Twenty-five percentage (A) of the total revenue received from both private and government agencies will be transferred to the Management and seventy-five percentage (B) to the department.
- 2.3.2. From the Department share (B), 87% will be utilized for the Teaching/ Training/Consultancy faculty (B1) for the project (Department Consultancy Coordinator – 2%, Faculty in charge – 55%, Lab staff in charge -30%). If there is no usage of lab or lab staff, the total amount for lab staff will be given to the faculty handling the class/ training/ consultancy service.



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- 2.3.3. From of Department share (B), 2% to the office work – Finance and accounts (B2). In the finance Mr Aby Kuriakose and from the office Ms Shintumol Varghese will be receiving the amount under the head during the financial year 2023-2024 and 2024-2025.
- 2.3.4. From of Department share (B), 2% to the Institutional SPOC Consultancy (B3) – This will be applicable only if the service came through MoU or otherwise will be shared under B.1.
- 2.3.5. From of Department share (B), 3% to the Head of the Department (B4)
- 2.3.6. From of Department share (B), 6% shall be transferred to common Department fund (B5).

2.4. For **lab testing** in the different labs or **outsourcing the lab facilities**, faculty and lab staff is mainly involved and split up as shown in the below table 2.4 has to be used while deciding the percentage share

	In favour of	Share	Description	Share split
A	Management	40%	40% of total revenue	
B	Department Share amount	60%	60% of total revenue	
B.1	Manpower	80% of B	Faculty	48%
			Lab staff	27%
			Dept Consultancy Co-ordinator	5%
B.2	Office	2% of B	Accounts	1%
			Office	1%
B.3	Consultancy SPOC	2% of B	If the service came through MoU or otherwise will be shared under B.1.	
B.4	Head of the Department	4% of B		
B.5	Department fund	6% of B		
B.6	Utilities	6% of B	Electricity/ Water/ PRO	

Table 2.4: Consultancy split up for lab testing/ outsourcing the lab facilities

- 2.4.1. Forty percentage (A) of the total revenue received from both private and government agencies will be transferred to the Management and sixty percentage (B) to the department.
- 2.4.2. From the Department share (B), 80% will be utilized for the Manpower (B1) for the project (Department Consultancy Coordinator – 5%, Faculty in charge – 48%, Lab staff in charge -27%).
- 2.4.3. From of Department share (B), 2% to the office work – Finance and accounts (B2). In the finance Mr Aby Kuriakose and from the office Ms Shintumol Varghese will be receiving the amount under the head during the financial year 2023-2024 and 2024-2025.
- 2.4.4. From of Department share (B), 2% to the Institutional SPOC Consultancy (B3) – This will be applicable only if the service came through MoU or otherwise will be shared with B.1.
- 2.4.5. From of Department share (B), 4% to the Head of the Department (B4)
- 2.4.6. From of Department share (B), 6% shall be transferred to common Department fund (B5).
- 2.4.7. From of Department share (B), 6% will be the utility charges (B6).

3. Procurement Procedure

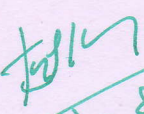
- 3.1. Faculty in charge and lab staff in charge of the Consultancy Project has to prepare the list of chemicals and consumables needed for the specific project and needs to submit to the Department Consultancy Coordinator and get approval from HoD.
- 3.2. Quotations shall be obtained from minimum 3 different suppliers
- 3.3. As part of fast-track mode of procurement for consultancy works, quotations shall be submitted to the finance manager, Saintgits College of Engineering (Autonomous) for further scrutiny and approval for purchase.
- 3.4. After the approval from Finance Manager, purchase order shall be given to the supplier.
- 3.5. All the documents related to the purchase needs to be filed at the department by the Department Consultancy Coordinator.

4. Appointment of Project Assistant (If required)

- 4.1 Based on the requirement, Department Consultancy Coordinator can appoint Project Assistant with the approval of HoD and Head of the Institution.
- 4.2 Appointment of the Project Assistant will be on specific project basis
- 4.3 The remuneration of the Project Assistant shall meet from the specific project.
- 4.4 Preference may be given to the alumni students of the respective department.
- 4.5 Screening and selection of the suitable candidate shall be done through separate screening exam if required/ interview, in which HoD and Head of the institution shall be mandatory members.
- 4.6 The selected candidate shall join the project after signing the contract with specific terms and condition provided by the institution.


Institutional SPOC - Consultancy

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