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CONSULTANCY POLICY

This document defines guidelines and procedures followed by the Industry Institute Interaction Cell (IIIC) of RAJALAKSHMI INSTITUTIONS (RI) in implementing the consultancy services of the Institution.



RAJALAKSHMI
ENGINEERING COLLEGE
An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai



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Contents

1. Institution profile.....	2
2. Industry Institute Interaction Cell.....	2
3. Purpose	3
4. Provisions	3
5. General Terms and conditions	3
6. Policy for Revenue Sharing in Consultancy	5
7. Conclusion.....	5



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1. Institution profile

Rajalakshmi Engineering College, an autonomous institution affiliated to Anna University, Chennai, was established in the year 1997 under the aegis of Rajalakshmi Educational Trust whose members have had consummate experience in the fields of education and industry. The College has grown from strength to strength in the last 25 years and has been progressing towards Excellence in Engineering Education, Management, Architecture, Research and Development.

The Department of Scientific and Industrial Research (DSIR), Government of India has recognized the College as a Scientific and Industrial Research Organization (SIRO), considering its potential for Research and Development activities.

The college presently offers 17 Under Graduate and 9 Post Graduate programmes. The college has 8 research centers approved by Anna University, in which presently 144 research scholars are working on various emerging areas, including industry oriented problems.

2. Industry Institute Interaction Cell

As a part of the III cell, the institution has an opportunity to take up problems faced by the industries and give them solutions. In this process, leading to consultancy services is helping both the academia and the industry in a complementing and supplementing manner.

The problems identified by the industry while being taken up by the subject specialist uses all the facilities both soft and hard facilities available from the institution towards solving the problem.



3. Purpose

A formal framework to guide the implementation of this process is covered in this document. The purpose of this document is to define guidelines and procedures followed by the IIIC in implementing the consultancy services of the Institution.

4. Provisions

Under the Consultancy three verticals are being recognized. Based on the needs each and every project can be categorized as one or the other.

While taking up the Consultancy work

- 1) Facilities belonging to the institution
- 2) Facilities belonging to the client
- 3) Facilities belonging to third party
- 4) It can be a mix and match of one or the other or above all

5. General terms and conditions

- Every Consultancy project shall be received through the IIIC and a team of 3 including subject expert, research head and a senior professor will go through the received consultancy project and give their guidelines on pursuing the consultancy.
- It should be very clear, once it is through the panel then the person identified to undertake the consultancy will have to give a complete budget for the consultancy in terms of human resource, physical infrastructure, equipment under the category of capital and consumable and the budget shall also include if there is any special need for electricity supply, water and other resources.



- The time period of the execution should be specifically mentioned. In the event of any delay, both the client and the institution should be clear on impact of delays, whether it is positive or negative.
- Any consultancy project, should lead to new learning to the students, a show of expertise to the institution and a problem solving, and a clear benefit for the client.
- Timely reports on the consultancy should be given to the IIIC.
- Once the consultancy is completed, it has to be again reviewed by three member committee and sent back to the client.
- The financials involved shall be routed through the IIIC of the college.
- Any legal issues emanating from the consultancy will be settled in the Courts of India.
- After Receiving Purchase order, Non-Disclosure Agreement (NDA) and Service Level Agreement (SLA) should be signed between institution and industry before initiating the Consultancy Services and the copy of the same should be submitted to IIIC.
- A MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved with consultancy work and the copy of the same should be submitted to IIIC.
- Any faculty/staff found violating the policy is liable to face disciplinary action.
- The Industry or organization requiring consultancy services shall send direct mail to the Consultancy mail ID : consultancy@rajalakshmi.edu.in
- The Consultancy Coordinator on receiving the request from the industry/organization shall identify the department to be involved in the project and inform to the HOD concerned.
- The HOD shall nominate the faculty or a group of faculty having the required expertise for approval to the Consultancy Coordinator.



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- In case, if the consultancy work is directly approached to specific faculty member based on their own expertise also needs approval from the Consultancy Coordinator before starting the work.

6. Policy for Revenue Sharing in Consultancy

Revenue sharing will be based purely on the resources utilized and man power used. Each consultancy may differ in terms of the capital and the consumable and HR resource cost.

At the end of the consultancy project, the consultant shall submit a report on costing of the project. Based on the utilization of the resources, the sharing of the revenue will differ.

7. Conclusion

In all, the institution is primarily interested in promoting the skill sets of the teachers as well as the students towards problem solving. The sharing of the revenue is, in order to ensure that the material that is used belongs to the institution or replenished back.