

30/7/2026

Consultancy Policy

Objectives

1. The Consultancy Policy of Christ College of Engineering (Autonomous) aims to:

a. Promote a consultancy culture

Encourage faculty, staff, and students to engage in consultancy services, thereby strengthening industry-academia collaboration.

b. Ensure transparency

Maintain clear procedures for approvals, charges, accounting, and settlements to ensure accountability in all consultancy transactions.

c. Standardize consultancy charges

Establish and periodically review consultancy rates for recurring services such as testing and calibration to ensure fairness and consistency.

d. Support innovation

Provide a framework for handling unique, non-recurring consultancy projects through proper proposals, budgeting, and timelines.

e. Maintain quality

Ensure that consultancy services are delivered with high standards of quality, reliability, and professionalism.

f. Ensure fair revenue sharing

Distribute consultancy fees equitably among the College, Department, and individuals involved, based on the nature and extent of the consultancy work.

g. **Ensure compliance with taxation**

Facilitate proper GST billing and utilization of input tax credit in accordance with applicable statutory requirements.

h. **Encourage interdisciplinary collaboration**

Facilitate joint consultancy projects involving multiple departments under the supervision of the College Level Consultancy Coordination Committee (CLCC).

i. **Ensure continuous monitoring**

Review the progress of consultancy projects, maintain records, and submit periodic reports for effective monitoring and continuous improvement.

j. **Standardize documentation**

Establish a systematic framework for documenting, maintaining, and reporting consultancy activities and outcomes, ensuring compliance with institutional requirements and facilitating the submission of accurate records and evidence to accreditation, regulatory, and quality assurance agencies.

Governance

2. A **Department Consultancy Approval and Monitoring Committee (DCAMC)** shall be constituted in each department by the Principal to oversee departmental consultancy activities. The Head of the Department (HoD) shall serve as the **Chairperson**, and the **Department Consultancy Coordinator** shall serve as the **Secretary**. The Principal shall nominate two additional faculty members and one technical staff member from the same Department to serve as committee members.

3. A **College Level Consultancy Committee (CLCC)** shall be constituted by the Principal to encourage and coordinate department level consultancies. The Principal shall nominate any Senior Faculty member as the Chairman and the Committee shall include a management representative and Department Consultancy Coordinators from any three different departments as members.

Consultancy Types

4. Consultancy services offered by the college shall be broadly classified into two:

i. Consultancy services, such as testing and calibration, which do not require customised design shall be categorised as **recurring type**. DCAMC (if the work involves a single department) or CLCC (if the work involves multiple Departments) shall determine the charges for recurring type consultancy services which shall be reviewed every six months (Ref. 14). A faculty member with the domain expertise shall be appointed by the DCAMC or CLCC as the **Principal Investigator** to carry out such recurring services for a period of six months.

ii. Consultancy services which include customised design or investigation shall be categorised as **non recurring type**.

Consultancy Initiation

5. Consultancy requests, recurring and non- recurring shall be received through the College Office in the prescribed format and entered in the Consultancy Register and shall be allotted a unique Consultancy Registration Number (CRN) for future reference.
6. The request shall be forwarded from the office to the Principal Investigator if the work is recurring type and executed. If the work is non recurring type, it shall be forwarded to the CLCC Chairman and the following steps are executed.
7. If the scope of the work is limited to a single department, the CLCC Chairman shall further forward the request to the DCAMC Chairman of the concerned domain who shall constitute an expert team of faculty member(s), with a **Principal Investigator and Co-Investigator(s)** (if required) for examining the request.
8. If the scope of the consultancy involves the expertise from multiple departments, CLCC Chairman shall identify and nominate the appropriate expert faculty member(s), with a **Principal Investigator and Co-Investigator(s)** by consulting DCAMC Chairmen of the concerned Departments.
9. The nominated expert(s) shall study the request and submit a preliminary report to DCAMC Chairman (if single domain) or to CLCC Chairman (if interdisciplinary) indicating:
 - nature and scope of work,
 - category of consultancy,
 - estimated duration,
 - institutional resources required,
 - consultancy charges and payment schedule
 - deliverables,
 - risks or limitations.

The DCAMC/ CLCC shall review the report and accept or reject the consultancy request, the status of which shall be registered in the office against the CRN. DCAMC/CLCC shall also issue an **Acceptance Letter** to the client upon acceptance, or inform the case of rejection if rejected. The Acceptance Letter shall include the **Estimated Total Consultancy Amount (ETCA)**, payment terms and conditions, advance payment requirements (if any), and the schedule of payments.

The Principal Investigator shall be responsible for execution, delivery, accounting and quality assurance of all activities related to the particular work.

Cost Estimation and Revenue Sharing

10. The **Estimated Total Consultancy Amount (ETCA)** prepared by the Principal Investigator and approved by the concerned committee shall comprise:

- Material and Consumable Cost (MCC)

- Consultancy Fee (CF)

11. The Consultancy Fee (CF) shall vary depending on the nature and complexity of the assignment. The DCAMC shall determine the Consultancy Fee after considering the project proposal submitted by the Facilitator. While fixing the Consultancy Fee, the committee shall consider factors such as the estimated number of work hours (which also includes the hours taken for preparing the initial project proposal), and expertise required (Ref. Table 1).

Table 1: Determination of Consultancy Fee

Level of expertise	Charge per hour
High	Rs. 500
Medium	Rs. 400
Low	Rs. 300

12. The Consultancy Fee (CF) shall be shared among the College, the Department, and the faculty members, technical staff, and/or students involved in the consultancy work. The revenue-sharing pattern shall be based on the type of consultancy, as specified in the approved revenue-sharing framework (Ref. Table 2).

In case of work involving a single department, the DCAMC shall categorize the consultancy work and determine the distribution of the consultancy share among the faculty members, technical staff, and/or students involved. The applicable terms and conditions, including the revenue-sharing arrangement, shall be documented before the commencement of the consultancy work.

If the work is interdisciplinary, CLCC will be responsible for dividing the task and consultancy fee between all departments and persons involved in the work, which shall be documented before commencing the work.

Table 2: Revenue sharing arrangement for consultancy services (in Percentage)

Consultancy type	a) College	b) Department	c) Faculty/ Technical staff/ students
Using major equipments	50	10	40
Using minor equipments	40	10	50
Without using major or minor equipments	10	10	80

13. The CLCC reserves the right to prescribe a special revenue-sharing arrangement for consultancy assignments involving the use of specialized equipment or other significant institutional resources of the College.

14. DCAMC/ CLCC shall adopt the same criteria as given in 10 - 13 while fixing the rates and revenue sharing for recurring consultancy services like testing and calibration as mentioned in 4 i.

Payment

15. The client shall remit the prescribed advance payment or the full consultancy amount, as sanctioned in the Acceptance Letter, through the college office. Upon confirmation of payment, the College Office shall formally authorize the nominated Principal Investigator, to commence the consultancy work.

16. GST and other statutory taxes shall be collected in addition to the Consultancy fee and shall not form part of the amount available for revenue sharing. GST invoices for materials and consumables shall be submitted by the Principal Investigator to the office enabling the institution to claim the applicable input tax credit. All payments shall be made to the account of '**Christ Centre for Innovation**'.

Completion

17. The Principal Investigator shall present the Final Total Consultancy Amount (FTCA) including actual MCC and Actual CF, upon completion of each consultancy work.

Final Total Consultancy Amount (FTCA) = Actual Material and Consumable Cost + Actual Consultancy Fee

The FTCA shall ordinarily not exceed the approved ETCA by 15%. Any expenditure exceeding this limit shall require prior approval of the CLCC.

18. All settlements and revenue sharing will be based on FTCA and actual bills.

19. A completion and delivery acknowledgement shall be collected by the Principal Investigator from the customer with his/her signature. Upon completion of the consultancy work, the Principal Investigator shall submit the consultancy report, test certificate, design document, customer acknowledgement or other deliverables to the College Office through the DCAMC/CLCC together with all supporting records. This is applicable for both recurring and non recurring works.

20. The College Office shall issue and deliver the approved consultancy report or other deliverables to the client after ensuring completion of all documentation, financial settlement, and statutory requirements.

Disclaimer

21. Every consultancy report, certificate, opinion, recommendation, design, or technical advice issued under this Policy shall include the following disclaimer:

"The consultancy opinion/report is based on the information, samples, drawings, documents, or data provided by the client and on observations made during the consultancy work. The conclusions represent

the professional opinion of the expert(s) concerned. Christ College of Engineering (Autonomous) acts only as the facilitating institution and shall not be liable for any direct, indirect, consequential, legal, or financial losses arising from the use of the consultancy report beyond its stated scope and limitations."

Documentation

22. The College Office shall maintain both physical and digital records of every consultancy assignment, including:

- Consultancy Request
- Approval
- Proposal
- Acceptance Letter
- Payment records
- Work diary
- Laboratory records
- Final report
- Delivery acknowledgement
- Revenue sharing details
- Client feedback

Conflict of Interest

23. Faculty members shall disclose any financial or personal conflict of interest before accepting consultancy assignments.

Confidentiality

24. Information received from clients shall be treated as confidential unless disclosure is required by law or authorized in writing by the client.

Intellectual Property Rights (IPR)

25. Ownership of patents, copyrights, software, designs, and intellectual property arising from consultancy assignments shall be governed by the College Intellectual Property Policy and the consultancy agreement.

Use of College Name

26. No consultancy report, advertisement, quotation, or public statement shall use the College name or logo without authorization under this Policy.

Safety

27. Consultancy involving hazardous materials, field investigations, or testing shall comply with all applicable laboratory safety, environmental, and statutory regulations.

Client Feedback

28. Client feedback shall be collected after completion of every consultancy assignment and reviewed periodically by DCAMC and CLCC for continual improvement.

Consultancy Database

29. CLCC shall maintain a centralized digital database of consultancy expertise, facilities, equipment, completed projects, revenue generated, and client organizations.

Audit

30. Consultancy accounts and documentation shall be subject to periodic internal audit and external audit as applicable.

Dispute Resolution

31. Any dispute arising from consultancy work shall first be referred to the CLCC. Matters remaining unresolved shall be decided by the Principal, whose decision shall be final unless otherwise provided by law.

Ethics

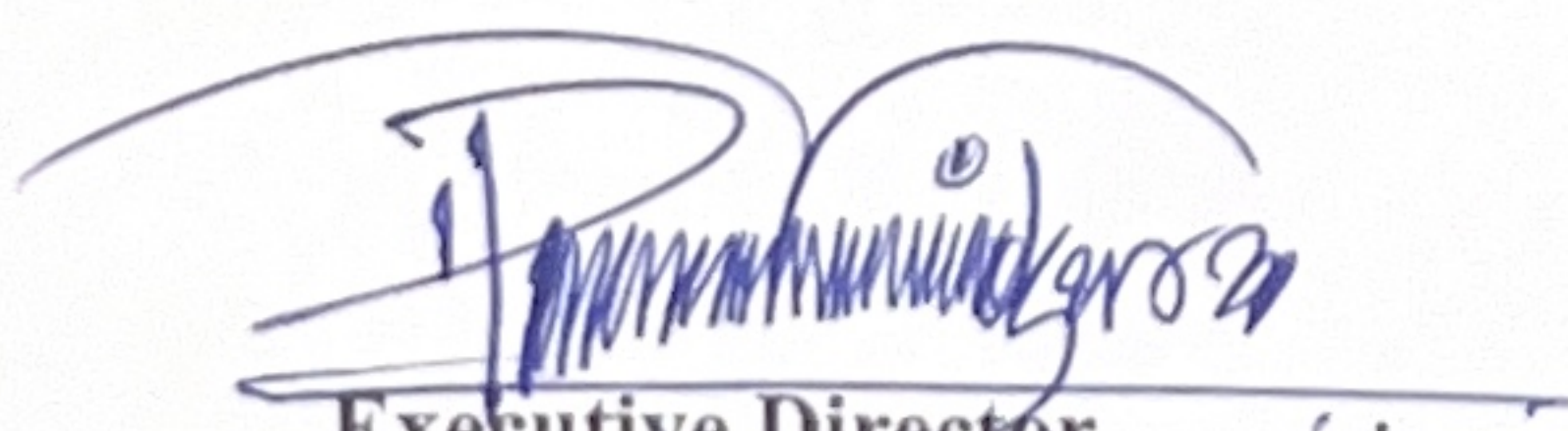
32. Consultancy work shall not compromise the academic responsibilities of faculty members, the integrity of research, or the reputation of the College.

Incentives and Restrictions

33. An incentive may be paid to individuals who canvass consultancy assignments; however, such commission shall not exceed 10% of the consultancy fee(CF) received for the assignment, and shall be included in Table 2 Category (c) , the revenue share for **Faculty/ Technical staff /students**.

34. Every consultancy request received by any faculty member, department, office, or other institutional unit shall be registered in the Consultancy Register maintained by the College before any discussion, quotation, technical advice, testing, or consultancy work is undertaken. Each consultancy assignment shall be allotted a unique Consultancy Registration Number (CRN) for future reference. No faculty member, technical staff, student, department, or institutional unit shall undertake any consultancy work in the name of the College or using College expertise, facilities, laboratories, equipment, or official designation without prior registration and approval under this Policy. Consultancy assignments undertaken outside this procedure shall be treated as unauthorized institutional consultancy and have to be avoided.

Approved by



Executive Director
Fr. John Paliakara CMI