



PRAGATI ENGINEERING COLLEGE

(AUTONOMOUS)

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(Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada.)

(Recognized by UGC Under Section 2(f) and 12 (B) of UGC Act, 1956)

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Policy Document on Consultancy

Introduction: The Consultancy Policy of Pragati Engineering College (PEC) is designed to promote a collaborative environment where faculty members can leverage their research expertise and knowledge to contribute to external projects while aligning with the institution's mission and objectives. This policy deals with Research and Non-Research Consultancies / Services outlines the guidelines and procedures for engaging in consultancy work, ensuring ethical conduct, maximizing the value of faculty expertise, and maintaining the institution's reputation.

Scope: This policy applies to all faculty members at PEC who wish to engage in consultancy activities with external sponsors, including research bodies, industries, and organizations. External agencies / Consultants may also jointly work with PEC to execute consultancy projects; the norms and procedures can be formulated with mutual agreement as and when such situations arise

Consultancy Approval Process:

- 1. Request and Permission:** Faculty members seeking to undertake consultancy work must submit a formal request to the Dean Research and Development, detailing the project's scope, objectives, and potential benefits to the institution and society.
- 2. Assessment and Alignment:** The Dean of Research and Development, in coordination with relevant department heads and the principal, will assess the project's alignment with the institution's goals, ethical considerations, and potential impact.
- 3. Principal's Approval:** The principal will review the proposal and grant permission if it aligns with the institution's overarching objectives. The faculty member will be notified of the decision.

Conduct of Consultancy:

1. **Project Execution:** Once approved, faculty members can initiate the consultancy project while adhering to the agreed-upon timeline, scope, and deliverables.
2. **Guiding principles in the implementation:**
 - i. Consultancies must adhere to institution norms.
 - ii. Pay structure must align with institute or funding agency procedures.
 - iii. All projects should include institutional overhead charges.
 - iv. Staff need principal's prior permission for consultancy projects.
 - v. Faculty consultants uphold ethical institute-defined obligations.
 - vi. Approved consultancies should follow this Policy and related documents.
 - vii. Full-time faculty and approved employees are eligible engage in consultancy.
3. **Reporting and Documentation:** Regular progress reports, detailing the project's status, milestones achieved, and challenges faced, must be submitted to the Director of Research and Development.

General Norms on Consultancy Amount: The norms for calculating the consultancy are very much flexible. However, project staff salaries, consumables charges, operational expenses, Equipment utilization charges, Overhead charges etc. are to be considered while calculating the total cost of the project.

Distribution and Incentives:

1. **Distribution:** The total consultancy fee received for a project shall be divided between the institution and the faculty member(s) in an equitable manner.
 - a) A 30% of the consultancy fee shall be retained by the institution to cover administrative, infrastructural, and overhead costs which contribute to the maintenance of resources and facilities required for consultancy engagements.
 - b) The 70% percentage of the consultancy fee shall be disbursed to the faculty member(s) involved in the project. Faculty members' share acknowledges their expertise, effort, and contribution to the successful execution of the consultancy.
2. **Incentives:** Successful completion of consultancy projects will be recognized and may contribute to performance evaluations and career progression.

Intellectual Property: The intellectual property rights resulting from consultancy projects will be determined by mutual agreement between the faculty member, PEC, and the external sponsor, ensuring fairness and transparency.

Summary: The purpose of the policy document is to make procedure for execution of consultancy projects easy and simple without compromising core and ethical values of the institute. The consultancy requirements of clients vary from time to time and every case cannot be included in the document. Any issue that is not dealt here can be taken up independently by the competent authority involving Director R&D and Principal. This document can be updated periodically to encourage faculty and staff to take up consultancy project


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