



ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution



CONSULTANCY POLICY



Policy No	03
Issue No	01
No. of Pages	05
Date	10.03.2021
Next Revision	2026

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CONSULTANCY POLICY

The consultancy service of Achariya College of engineering Technology shall be institutional. There shall be two categories of consultancy viz.,

ADVISORY CONSULTANCY:

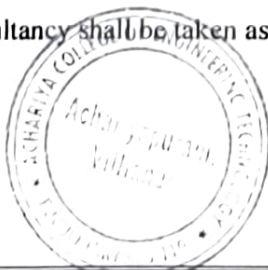
In this category ,the services would involve scientific, technical, engineering or other professional advice provided to a client purely on the basics of available expert knowledge and experience of individual(S), and not envisaging use of any facilities of Achariya College of engineering Technology and also not involving any kind of survey, detailed study or report preparation/submission.

GENERAL CONSULTANCY:

This service shall comprise of scientific, technical, engineering or other professional assistance based on the available knowledge base/ expertise of Achariya College of engineering Technology, and envisaging only minimum use of laboratory facilities for essential experimentation needed to meet the objectives of the consultancy assignment. General consultancy may cover.

- Preparation of literature survey/feasibility studies, state of art/project.
- Technology forecasting reports.
- Interpretation and validation of test results and data, risks and hazard.
- Environment impact analysis etc.
- Design engineering.
- Assistance in erection, commissioning, operation, fabrication/ tendering and purchase of equipment, trouble shooting, productivity improvements, pollution abatement/ control measures, energy conservation, waste utilization, technology assessment/evaluation.

Any consultancy assignment which does not strictly fall under the category of advisory consultancy shall be taken as general consultancy.



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COSTING OF CONSULTANCY PROJECT:

The charges for consultancy project shall include expenses on account of

- Cost of man -days of staff deployed
- Cost of physical inputs /services /utilities/ consumables raw materials /component with 25% overheads.
- Equipment usage cost

External payment envisaged, e.g. to outside consultants, for obtaining data. Hiring of infrastructural facilities

- ✓ TA/ DA
- ✓ Contingencies

INTELLECTUAL FEE:

This should commensurate with the quality of inputs provided and the likely benefits to accrue to the client as a result of the consultancy. While there is no ceiling on the upper limit of intellectual fee to be charged, it should not be less than the estimated man power charges.

MAN- POWER CHARGE CALCULATION:

S.No	Category of staff	Charge/day (rs.)
1	Professor	7000
2	Associate professor	4000
3	Assistant professor	3000
4	Project assistant	Actual cost with 40% overheads

I. TECHNICAL SERVICES:

Technical services are meant to render to the clients/ customers, assistance of a minor nature based on available knowledge, expertise, skills and facilities of the institute.

Technical services shall comprise of

Design, Testing and Analysis (including certification and calibration)

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- Training
- Technical assistance of an advisory nature
- Fabrication/ Production of special products
- Repair and Maintenance
- Supply of information/ database

CHARGES FOR TECHNICAL SERVICES:

Charges shall comprise of (A + B)

A. Estimated Expenditure:

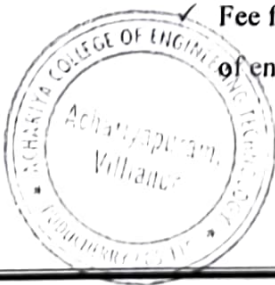
- ✓ Man power (at prescribed rates).
- ✓ Physical inputs/ services/ utilities etc. including overheads at 25%
- ✓ Raw material/ consumable component with 25% overheads
- ✓ Equipment usage depreciation/ replacement cost
- ✓ Any other out of pocket expenditure

B. Intellectual Fee/ Opportunity Cost:

The quantum shall be at the discretion of the Principal considering the nature of client and his paying capacity. Charges for the purpose of costing are divided in two portions as explained below: -

- ✓ Expenses: To be incurred for the operation of the job under different heads as explained hereafter. No amount from this portion will be paid to the consultant(s).

- ✓ Fee for scientific & technical advice: To be apportioned between Acharya College of engineering Technology and the Consultant(s) and other Academic staff.



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For calculating the total charges for the job, the following budgets are to be considered:

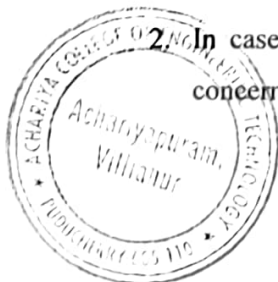
- Cost of Manpower: Cost of man days of technical scientific staff
- Cost of Material: Amount needed for the purchase of material (chemicals, consumables & maintenance)
- Cost of Utilities: Charges for the usage of electricity, diesel, A/C & other utilities.
- Computer charges: Charges for the use of computer are Rs.500 for 8 hours in case of normal kind of job & in case of high-end usage such as design tool Rs.400 may be charged; the charges are to be decided before approval.
- Contingencies: Catering to contingent expenses
- Administrative Overhead: These are charges at the rate of 20% of the total expenses on cost of materials & utilities.
- Use of equipment: Charges at the rate of 15% of institute equipment are used for the execution of consultancy.

Note: Taxes or duties are to be mentioned as per the actual.


II PROCEDURE TO BE FOLLOWED REGARDING CONSULTANCY:

The client can either approach Principal or any academic staff of the Department/center for the consultancy job.

1. In case, Principal's Office is approached by some outside agency for a possible consultancy job, such requests are referred to the Dean (Research) and concerned Head of Department.



In case, the client gives specific reference of any faculty, it is referred to the concerned faculty. The Head of the department in turn will assign the job to an


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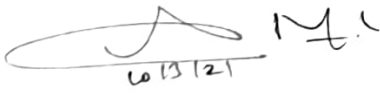

individual or a group of individuals in the Department/ Centre after ascertaining core competency in accordance with the predetermined system.

3. The concerned faculty will prepare the proposal according to the prescribed format in Annexure-I adhering to the standard terms and conditions and send it to head of Institution office through the Head for obtaining the approval.


While undertaking consultancy job, the norms must be observed:

- ✓ The consultancy work should not interfere with the normal Teaching/ research work of the Department/ Centre and with the other, duties of the staff member concerned.
- ✓ The total time to be spent by the Consultant(s) on all types of consultancy jobs and other work should not exceed 50 days in a year.
- ✓ All proposals for a Consultancy job are to be submitted, keeping in view the standard terms and conditions.
- ✓ The consultancy value more than Rs.10, 000/-, is always encouraged.

After the completion of consultancy work and the reception of payment, the expenditure and finance details must be submitted as to Head of the Institution through proper channel.

Verified by	Approved by
 IQAC Coordinator	 PRINCIPAL ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY ACHARIYAPURAM, VILLIANUR, PUDUCHERRY - 605 110.




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