



SRM MADURAI
COLLEGE FOR ENGINEERING AND TECHNOLOGY
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai



GUIDELINES FOR CONSULTANCY

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LIST OF ABBREVIATIONS

SRM MCET	-	SRM Madurai College for Engineering and Technology
PI	-	Principal Investigator
DST	-	Department of Science and Technology
DBT	-	Department of Biotechnology
ICMR	-	Indian Council of Medical Research
DRDO	-	Defense Research and Development Organization
IPR	-	Intellectual Property Rights
MoU	-	Memorandum of Understanding
DA	-	Daily Allowance
TA	-	Travelling Allowance

CONSULTANCY WORKS

PREAMBLE

"SRM Madurai College for Engineering and Technology, affiliated with Anna University, Chennai, situated in Pottapalayam, Sivagangai District, known as 'SRM MCET,' is committed to achieving excellence in teaching and research aligned with the National Education Policy of India. Besides offering Undergraduate and Postgraduate Programs, SRM MCET actively encourages faculty engagement in consultancy projects with industry and other academic institutions. This industrial consultancy enhances the institute's research profile and contributes to the creation of new knowledge and expertise among faculty and staff. This document outlines the processes supporting these initiatives, accompanied by a framework for effective implementation."

CONSULTANCY RULES AND NORMS

1. SCOPE OF CONSULTANCY SERVICES OFFERED

- 1.1. SRM MCET extends Consultancy Services to industries, service sectors, government departments, and national & international agencies, leveraging the institute's specialized expertise.
- 1.2. The rendered services align with the caliber of 'Professional Services, encompassing obligations and ethical standards stipulated in the comprehensive standard terms and conditions (refer to Annexure 1).
- 1.3. Our Consultancy services are designed to cover a spectrum of diverse and impactful activities.
- 1.4. Testing & Evaluation services are strategically offered in carefully selected specialized areas, addressing the specific needs of governmental agencies, discerning clients, and esteemed external educational institutions.
- 1.5. We provide Standardization and Calibration services in areas where existing facilities are available or can be enhanced, backed by periodic Calibration/Standardization of laboratory equipment used for such critical purposes.
- 1.6. Recognizing the intricacies inherent in academic and research environments, we exercise discretion in undertaking consultancy work, avoiding projects that may pose undue complexities.
- 1.7. All Consultancy projects and associated tasks are meticulously structured and executed with the overarching goal of fostering SRM MCET's Industry Interactions. This serves as a conduit for elevating levels of excellence in teaching and research, ensuring the optimal placement of our graduates (U.G./P.G./Ph.D.), and concurrently generating essential funds.
- 1.8. Notably, research projects sponsored by esteemed entities, including Government (DST, DBT, ICMR, DRDO, etc.), public and private institutions, national & international

agencies, and autonomous bodies, fall outside the purview of our distinguished consultancy services.

2. CONSULTANCY PROJECTS CATEGORIES

2.1. Each project shall be undertaken either under:

- (a) Standard Terms and Conditions, or
- (b) Specific Agreement or Memorandum of Understanding (MoU) describing the details of Contract and requires legal and expert clearance

In the former scenario, undertaking work is based on a foundation of trust and good faith, established between the principal investigator (as defined in item 3) and the client. The scope of obligations and responsibilities for both parties is circumscribed by the predefined standard terms and conditions outlined in Annexure 1.

Conversely, the latter scenario pertains to projects characterized by intricate details, often involving non-disclosure agreements. These projects necessitate in-depth negotiations of contract terms, culminating in the formal signing of agreements or Memoranda of Understanding (MoUs). The agreements comprehensively cover diverse aspects, including deliverables, milestones, payment schedules, roles and responsibilities of the involved parties, non-disclosure of confidential information, dispute resolution mechanisms, liability considerations, Intellectual Property Rights (IPR) matters, arbitration procedures, and the governing applicable law. Noteworthy is the substantial commitment of effort and time associated with the meticulous negotiation and subsequent implementation of these research contracts.

2.2 Consultancy services offered are categorized as follows:

- (a) Category 1: Advisory Consultancy - Expert advice and development projects that rely solely on the expertise of the Principal Investigator (as defined in item 3) without utilizing institutional facilities.
- (b) Category 2: Institutional/Departmental Consultancy - Involves the utilization of Institute infrastructure/facilities, such as equipment, instruments, and laboratory staff.
- (c) Category 3: Testing and Evaluation/Calibration and Standardization Services - Involves routine testing and evaluation to meet the needs of external organizations/agencies/educational institutions.

Note: Consultancy and related services should not disrupt the normal teaching and research activities of the Institution.

3. ELIGIBILITY FOR UNDERTAKING CONSULTANCY

3.1. Consultancy and related assignments can be undertaken by full-time faculty members of Departments/Centers and all other employees of SRM MCET. All employees engaged in consultancy shall be referred to as the Principal Investigator (PI)

4. GENERAL CONSULTANCY RULES

- 4.1. Faculty must secure approval from the Head of the Institution and Department before engaging in consultancy. Unauthorized consultancy may lead to termination.
- 4.2. Faculty can allocate up to one day per working week (52 days annually) for consultancy, with special cases requiring approval from the Head.
- 4.3. Examinations, lectures, and professional responsibilities are excluded from consultancy commitments.
- 4.4. Maintain the 'SRM MCET' consultancy account in Pottapalayam.
- 4.5. Accept consultancy fees via demand draft or electronic transfer to 'SRM MCET,' avoiding direct cash transactions.
- 4.6. Service Tax is the client's responsibility or should be included in the total cost.
- 4.7. Use Proforma Invoice/Invoice (Annexure 2A & 2B) for small consultancy; promptly deposit funds into 'SRM MCET.'
- 4.8. Faculty remuneration for consultancy should not exceed their annual salary; excess funds go to the institute development fund.
- 4.9. Daily Allowance (D.A) / Travelling Allowance (T.A) align with guidelines or client agreements, separate from consultancy fees.
- 4.10. Obtain approval as per 4.1 before accepting consultancy; use the Approval for Consultancy Works format (Annexure 3)."

5. DISTRIBUTION OF CONSULTANCY FEES

- 5.1. The consultancy fee shall be distributed as under:

Consultancy Types	PI and team members	Concerned Department **	Institute
Category 1 Advisory Consultancy	80%	10%	10%
Category 2 Institutional / Departmental Consultancy	60%	20%	20%
Category 3 Testing and Evaluation / Calibration and Standardization Services	30%	70%	--
Analysis and Characterization of Samples	20%	80%	--

** Priority shall be given to the laboratories which are actively involved in the consultancy works.

For Consultancy Distribution Proposal, the format (Annexure 4) can be used.

The provided consultancy charge breakdown is solely for internal administrative use and should not be disclosed to the client, who will be quoted a lump sum total consultancy charge.

Note: Legal charges, service tax, and other applicable levies are included for all consultancy categories.

6. CERTIFICATION

The Institute, through its Principal Investigator (PI), is not authorized to perform certification in any manner. The most accurate statement is that, on a specific day, with a specific sample, a well-defined test produced the reported results.

Note: For matters not addressed in this document, the Head of the Centre for Consultancy and Intellectual Property Rights may be approached for case-by-case consideration

SRM Madurai College for Engineering and Technology

Pottapalayam 630612, Sivagangai District

STANDARD TERMS AND CONDITIONS

1. **DECLARATION:** SRM MCET commits to executing all project works in good faith, relying on material/data/information provided by the Client.
2. **CONFIDENTIALITY:** SRM MCET will uphold confidentiality and discretion regarding all confidential information obtained from the Client, including results, reports, and the Client's identity.
3. **REPORTS:** Reports from SRM MCET are based on work aligned with standards or open domain literature. These reports are not legal documents, certificates, or endorsements, and their use for product/process marketing requires prior consent. The institute retains one copy for internal purposes, with potential use for teaching and joint research/publication with client consent.
4. **WORK PERFORMANCE:** SRM MCET strives to adhere to the planned schedule, but is not liable for delays beyond reasonable control.
5. **CONFLICT OF INTEREST:** SRM MCET may undertake projects for other clients in the same area, ensuring no conflict of interest to the best of the institute's knowledge.
6. **PAYMENT:** The payment of 50% consultation charges to SRM MCET is to be made in advance before the start of the project through
 - (i) Electronic Transfer to the following account
Name of the Bank & Branch: Axis Bank Ltd, Vadapalani
Account No. SB 923010011560431
IFSC Code: UTIB0002559The details of electronic fund transfer can be sent to the Principal Investigator. The charges will also include any applicable tax and other levies, if any, as prescribed by the State / Central Governments from time to time.
7. **TERMINATION:** Either party may terminate the project with a 30-day notice. Both parties will fulfill any remaining obligations related to the project.
8. **LIABILITY:** SRM MCET is not liable for losses, damages, delays, or performance failures due to causes beyond its reasonable control (Force Majeure). Liability, if any, is limited to the project funds received.
9. **INTELLECTUAL PROPERTY RIGHTS:** Intellectual property generated during the project is jointly owned by SRM MCET and the Client. Transfer/assignment/sale of these rights is governed by a separate documented agreement if required.
10. **RESOLUTION OF DISPUTES:** Disputes are to be amicably settled by SRM MCET and the Client. Unresolved disputes may be subject to resolution under the Indian Arbitration and Conciliation Act 1996, with legal constraints falling under Chennai Jurisdiction.

PRINCIPAL INVESTIGATOR

CLIENT

SRM Madurai College for Engineering and Technology

Pottapalayam 630612, Sivagangai District

CONSULTANCY SERVICES
PROFORMA INVOICE

PROFORMA INVOICE			
Invoice From	SRM Madurai College for Engineering and Technology, Pottapalayam, Sivagangai District - 630 612.	Proforma Invoice No.	
		Date	
		GST Reg. No.	
		PAN No.	AAHTS0290F
Invoice To	Name of the Client		
	Full postal address		
Particulars		Amount (Rs.)	
		Sub Total	
		GST (18%)	
		Any other charges / levies	
		Net Amount	
		Total	
Amount Chargeable (in words): Rupees only.			
Mode of payment (Kindly tick) Demand Draft <input type="checkbox"/> Electronic Transfer <input type="checkbox"/>			
1. For Electronic Transfer, UTR No. dated fromBank			
2. TDS as applicable			
For SRM College for Engineering and Technology, Pottapalayam			
Name:		(Authorized Signatory or Principal Investigator)	
Designation:			
Department:			

SRM Madurai College for Engineering and Technology

Pottapalayam 630612, Sivagangai District

CONSULTANCY SERVICES
INVOICE

INVOICE				
Invoice From	SRM Madurai College for Engineering and Technology, Pottapalayam, Sivagangai District - 630 612.		Invoice No.	
			Date	
			GST Reg. No.	
			PAN No.	AAHTS0290F
Invoice To	Name of the Client			
	Full postal address			
Particulars			Amount (Rs.)	
Sub Total				
GST (18%)				
Any other charges / levies				
Net Amount				
Total				
Amount Chargeable (in words): Rupees only.				
Mode of payment (Kindly tick) Demand Draft <input type="checkbox"/> Electronic Transfer <input type="checkbox"/>				
1. For Electronic Transfer, UTR No. dated fromBank				
2. TDS as applicable				
For SRM College for Engineering and Technology, Pottapalayam				
Name:				
Designation:				
Department:	(Authorized Signatory or Principal Investigator)			

For Category 1 and Category 2

SRM Madurai College for Engineering and Technology

Pottapalayam 630612, Sivagangai District

**CONSULTANCY SERVICES
APPROVAL FOR CONSULTANCY WORKS
(For internal use only)**

Date:

CATEGORY OF CONSULTANCY

Category 1: Advisory Consultancy

Category 2: Institutional / Departmental Consultancy

1. Name of the Principal Investigator :
2. Name(s) of staff member(s) :
in-charge of the work
3. Laboratory & Department(s) / :
Centre undertaking the work
4. Organization for whom work is undertaken :
5. i) Date of commencement :
ii) Date of completion :
6. Total consultancy fees estimated: : Rs.
7. In the case of interdepartmental : Name of the Dept. / Centre % of Share
assignments** (Please indicate percentage
of share of amount between departments /
centres concerned)

** In case of interdepartmental assignments, the signatures required from the concerned Heads of the Departments

- Encl:**
1. Copy of the consultancy letter from the organization (Annexure 5)
 2. Copy of the signed standard terms and conditions (Annexure 1)
 3. Details of the expenditures for materials used

PRINCIPAL INVESTIGATOR**HEAD OF THE INSTITUTION**

For Category 1 and Category 2
SRM Madurai College for Engineering and Technology

Pottapalayam 630612, Sivagangai District

CONSULTANCY SERVICES
CONSULTANCY DISTRIBUTION PROPOSAL
(For internal use only)

Date:

CATEGORY OF CONSULTANCY

Category 1: Advisory Consultancy

Category 2: Institutional / Departmental Consultancy

1. Name of the Principal Investigator (PI) :
 2. Department :
 3. Laboratory & Department(s) / Centre undertaking the work :
 4. Organization for whom work was done :
 5. Approval No. & Date :
 6. Amount paid by the organization and Receipt No. & Date :
 7. Distribution proposal :
 - (i) Total consultancy fees collected from the organization : Rs.
 - (ii) GST [18% of 7(i)] : Rs.
 - (iii) Total expenditures (Materials and consumables used) : Rs.
 - (iv) Legal charges, if any : Rs. _____
 - (v) **Balance amount** : Rs. _____
- Item 7(i) – [7(ii)+7(iii)+7(iv)]

KINDLY CHOOSE WHICHEVER IS APPLICABLE

For Category 1: Advisory Consultancy,

- For PI and team members 80% of balance amount : Rs.
 For department development facilities 10% of balance amount : Rs.
 For Institute development facilities 10% of balance amount : Rs.

For Category 2: Institutional / Departmental Consultancy,

- For PI and team members 60% of balance amount : Rs.
 For department development facilities 20% of balance amount : Rs.
 For Institute development facilities 20% of balance amount : Rs.

Encl:

1. Details of the expenditures for materials used
2. Technical report duly signed by Principal Investigator and Client / Technical Representative of Client
3. The statement on the amount to be distributed among the staff members (both teaching and non-teaching)
4. In case of interdepartmental assignments, signatures required from the concerned Heads of the Departments along with the statement on the amount to be distributed

PRINCIPAL INVESTIGATOR

HEAD OF THE INSTITUTION

For Category 1 and Category 2
(To be Typed in the Organization Letter Pad)
LETTER FOR CONSULTANCY WORKS

Date:

Project Title:
Name and Address of the Organization:

Name of the Representative:

Designation:

Telephone: Fax:

Email:

Name of the Principal Investigator:

Designation:

Department:

Telephone: Fax:

Email:

Project Cost (estimated):

Service Tax:

Total Project Cost:

Payment Schedule:

50 % Advance Payment:

100% Payment:

Duration of the Proposed Work:

Date of Commencement:

Date of Completion:

Scope of the Proposed Work:

Any other relevant details:

WE AGREE TO THE ABOVE PROPOSAL AND ALSO THE STANDARD TERMS & CONDITIONS OF SRM MCET.

Authorized Signatory of the Organization

Signature:

Name:

Designation:

Date:

Note: Attach separate sheet if req.