



## CONSULTANCY POLICY

Dr.Samuel George Institute of Engineering & Technology (SGIT) is an enterprising organization where consultancy services represent one fact of our activities and are recognized as a valuable mechanism for facilitating the transfer of knowledge and technology.

### I. General Guidelines

The consultancy policy establishes a set of guidelines and procedures to be followed by faculty members interested in participating in consultancy work. This can be done either in collaboration with the college or as an independent venture.

- **Objective:** This policy is designed to create a transparent and structured framework for faculty members interested in offering consultancy services within their specialized fields to external clients. Consultancy generally encompasses the provision of services in exchange for compensation.
- **Conformation Process:** Before engaging in consultancy work, faculty members must first secure approval from the Head of the Institution. This prerequisite is in place to ensure that the faculty member's external commitment do not disrupt their obligations within the college.
- **Records Managemant:** Faculty members are required to maintain comprehensive records concerning their consultancy endeavours, encompassing project specifics, client information, remuneration and any pertinent data. The diligent upkeep of these records crucial to uphold transparency accountability.
- **Personal Consultancy:** Faculty member who wishes to engage in personal consultancy, they are required to do so outside of their normal working hours. This ensures that their primary responsibilities within the college, such as teaching are not compromised.

Approval and record-keeping mechanisms are in place to ensure transparency and accountability in the consultancy process.

## **II.Types of consultancy services**

The following consultancy activities are the thrust area

- **Professional advice:** Faculty members who have sound knowledge and extensive experience in a specific field can offer expert advice to the clients seeking highly specialized and well-informed recommendations or guidance in that particular area.
- **R&D consultancy:** Provides support to clients in their endeavors related to research and development. This support may encompass aiding them in the planning and execution of experiments, conducting data analysis and the development of novel products or technologies.
- **Testing and validation consultancy:** Consultancy service specializing in the assessment and testing of samples, components or products against established standards. The consultancy service centers on the comprehensive evaluation of quality, performance and compliance of these items. The testing process encompasses a wide range of parameters, including safety, durability and overall quality.
- **Service excellence consultancy:** Consultancy entails the clients making use of the Institution's computational resources with encompass the technical and physical infrastructure.

## **III.Additional excellence**

- The institution shall endeavor to establish MoUs with institution of repute and apply for consultancy/funding projects.
- Establish integrated "Salinity Research Center" to carry out salinity profile of Prakasam District and collaborate with other agencies for funding and consultancy projects.

## **IV.Distribution of Revenue**

The revenue generated through consultancy can be utilized in three sections 40% of resources, 40% development of infrastructure and 20% faculty services.

**R&D**

**Principal**