



# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



## CONSULTANCY

Policy  
Version 2.0



**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**  
(An Autonomous Institution)  
Puducherry - 605 107

**NOTIFICATION**

Ref: **SMVEC / IQAC / R&D / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for the information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Consultancy. This will come into force with immediate effect.

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## **CONSULTANCY POLICY OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY**

The consultancy services of Sri Manakula Vinayagar Engineering College 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 basis of available expert knowledge and experience of individual (s), and not envisaging use of any facilities of Sri Manakula Vinayagar Engineering College 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 advice/ assistance based on the available knowledge base/ expertise of Sri Manakula Vinayagar Engineering College, 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 the 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.

### **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 manpower charges.

### MAN-POWER CHARGE CALCULATION

| Sl. 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)
- 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 Sri Manakula Vinayagar Engineering College and the Consultant(s) and other Academic staff.

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.
- 2 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 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.
- 4 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 in Annexure II to Head of the Institution through proper channel.

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**APPROVAL FOR CONSULTANCY WORK**

(To be sent to Head of the Institution along with original request from client)

Date:

- 1) Title of Consultancy work
- 2) Name of the Client (with official address)
- 3) Consultancy Team
- 4) Type of consultancy work (*Advisory/ General/ Technical Service*)
- 5) Nature of consultancy work
- 6) Total consultancy fee to be charged
- 7) Probable dates of commencement and completion of the work
- 8) Mention other external consultant if any with designation
- 9) The availability of necessary facilities and expertise in the respective field
- 10) If interdepartmental, name of other departments

Head of the Department

Dean (Research)

Consultant-in-charge

To

The Director cum Principal

*Note: Detailed estimated budget may please be attached by consultant along with the proposal.*

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**CONSULTANCY COMPLETION REPORT**

1. Title of Consultancy work
2. Name of the Client
3. Consultancy Approval Number. & Date
4. Receipt Number & Gross consultancy fee received
5. Cost & charge of Consultancy work
  - a) Intellectual fees
  - b) Cost of direct technical person (s)
  - c) Cost of utilities /consumables
  - d) Maintenance / other consumables / non-consumables
  - e) Overhead charges (20% of total of 6b)
  - f) Charges for using external facilities (other than computer)
  - g) Cost of external expert (if any)
  - h) Cost of student/ Temporary employment
  - i) TA/DA expenses
  - j) Cost of secretarial services/ preparation of report
  - k) Depreciation of capital equipment used
  - l) Cost of central facilities
  - m) Miscellaneous cost (if any)
6. Total expenses (a to m)
7. Balance/Earning (4 - 5)

Consultancy Committee hereby states that the consultancy work mentioned here is successfully completed.

Head of the Department

Dean (Research)

Consultant-in-charge