

CONSULTANCY POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/RE/2025-2026/03



Sathyabama Institute of Science and Technology
(Deemed to be University)

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DOCUMENT CONTROL SHEET

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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

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1. PREAMBLE

Sathyabama Institute of Science and Technology (Deemed to be University) recognizes consultancy and professional services as important avenues for knowledge transfer, industry engagement, societal contribution, and professional development and thus encourages all eligible faculty to undertake consultancy assignments and professional services. The Policy seeks to ensure that these activities are conducted in an accountable manner without adversely affecting the primary academic, research, administrative, and institutional responsibilities of the individuals involved.

This Policy shall be read in conjunction with the Institution's Research Promotion Policy, Intellectual Property Rights (IPR) Policy, Patent Filing and Incentive Policy, Innovation and Startup Policy, Research Ethics Policy, Seed Money / Research Grant Policy, and other applicable regulations, guidelines, and statutory provisions as amended from time to time.

2. OBJECTIVE

- To promote consultancy and professional services as a mechanism for knowledge transfer and industry engagement.
- To strengthen collaboration with industries, government agencies, and other external organizations.
- To facilitate the application of academic expertise and research outcomes for societal and industrial benefit.
- To provide a transparent framework for undertaking consultancy activities.
- To enhance the Institution's reputation, visibility, and societal impact through consultancy engagements.
- To promote the effective utilization of the Institution's intellectual, technical, and infrastructural resources for consultancy and professional service activities.
- To create opportunities for faculty members and researchers to gain practical exposure to real-world problems and emerging industry requirements.
- To generate additional resources for professional and institutional development.

3. SCOPE AND APPLICABILITY

The provisions of this Policy shall be applicable to:

- Regular, probationary, contract, visiting, adjunct, and emeritus faculty members of the Institution.
- Research Scientists, Research Associates, Post-Doctoral Fellows, Project Staff, and other research personnel, subject to the terms and conditions of their appointment.
- Technical, laboratory, and professional staff possessing specialized knowledge, skills, or expertise relevant to consultancy and professional services.

This Policy shall govern consultancy and professional service activities including, but not limited to:

- Technical consultancy and expert advisory services.
- Research and development consultancy.
- Testing, analysis, calibration, certification, and validation services.
- Design, development, optimization, and technology-related services.
- Training, capacity-building programmes, executive development programmes, workshops, and professional development initiatives conducted for external organizations.
- Policy advisory, feasibility studies, surveys, impact assessments, and expert committee assignments.
- Specialized services utilizing the Institution's laboratories, equipment, research facilities, software, or other institutional resources.
- Consultancy assignments undertaken for industries, government departments, public sector undertakings, educational institutions, start-ups, non-governmental organizations, professional bodies, and international agencies.

The Policy shall apply to consultancy activities that utilize the expertise of Institution personnel, whether or not institutional facilities, laboratories, equipment, infrastructure, or other resources are used.

4. CONSULTANCY GOVERNANCE FRAMEWORK

The consultancy governance structure shall comprise:

- Vice-Chancellor
- Consultancy and Industry Engagement Cell
- Heads of Departments / Heads of Research Centres
- Principal Consultant(s)
- Finance and Accounts Office

The Consultancy and Industry Engagement Cell shall serve as the nodal body for facilitating consultancy activities, processing proposals, maintaining records, monitoring project progress, and ensuring compliance with Institution policies and statutory requirements.

All consultancy projects shall be undertaken with the prior approval of the competent authority and shall be executed in accordance with the provisions of this Policy. The governance framework shall ensure transparency, accountability, ethical conduct, effective utilization of Institution resources, and timely completion of consultancy assignments.

5. TYPES OF CONSULTANCY AND PROFESSIONAL SERVICES

The Institution shall permit the following categories of consultancy and professional services:

Advisory Consultancy: Provision of expert advice, technical guidance, professional opinions, mentoring, policy recommendations, evaluations, or consultancy services based primarily on the expertise of the consultant without significant use of Institution facilities or resources.

Service Consultancy: Provision of specialized services utilizing Institution laboratories, equipment, software, testing facilities, technical expertise, or other institutional resources to address specific client requirements.

Comprehensive Consultancy: Execution of consultancy assignments involving substantial utilization of Institution infrastructure, laboratories, equipment, technical personnel, consumables, materials, and other institutional resources for delivering project outcomes.

Research and Development (R&D) Consultancy: Undertaking research, design, development, validation, optimization, feasibility studies, prototype development, or technology-related solutions for external organizations.

Testing, Analysis and Certification Services: Provision of testing, calibration, characterization, analytical, validation, inspection, certification, and related technical services through Institution laboratories and specialized facilities.

Training and Capacity Building Services: Organization of customized training programmes, executive development programmes, workshops, skill development programmes, certification courses, and professional development activities for external organizations and individuals.

Policy and Professional Consultancy: Provision of expert services relating to policy formulation, strategic planning, surveys, impact assessment, project evaluation, institutional development, governance, and professional advisory assignments.

Technology Transfer and Commercialization Support Services: Provision of technical support, technology deployment, technology validation, product development,

and commercialization-related services in accordance with the Institution's Intellectual Property Rights (IPR) Policy and Innovation and Startup Policy.

6. CONSULTANCY APPROVAL PROCESS

All consultancy and professional service activities shall require prior approval from the competent authority before commencement.

The consultant shall submit a consultancy proposal containing the scope of work, client details, duration, resource requirements, and financial implications to the Consultancy and Industry Engagement Cell through the Head of the Department/Research Centre.

The proposal shall be reviewed for technical feasibility, resource utilization, financial viability, and compliance with Institution policies. Based on the recommendations, approval shall be accorded by the competent authority.

No consultancy assignment shall be undertaken in the name of the Institution without obtaining the necessary approvals prescribed under this Policy.

7. CONSULTANCY PROPOSAL PREPARATION AND COSTING

All consultancy proposals shall clearly specify the scope of work, deliverables, duration, resource requirements, and financial estimates. The consultancy fee shall be determined considering professional charges, use of Institution resources, consumables, travel, external services, and applicable overhead charges, wherever relevant.

8. FINANCIAL MANAGEMENT OF CONSULTANCY PROJECTS

All financial transactions related to consultancy projects shall be administered through the Institution in accordance with applicable financial rules and procedures. Consultancy funds shall be utilized solely for approved project activities, and revenue sharing shall be governed by the provisions of this Policy.

9. REVENUE SHARING MECHANISM

The revenue generated from consultancy and professional service activities shall be shared between the Consultant(s) and the Institution in accordance with the nature of consultancy and the extent of utilization of Institution resources.

Consultancy Undertaken by a Team: Where consultancy is undertaken jointly by multiple consultants, the consultant share shall be distributed among the team members based on their contribution, as mutually agreed and approved before project commencement.

Utilization of Institution's Share: The Institution's share of consultancy revenue shall be utilized for strengthening research facilities, laboratory development, maintenance of infrastructure, procurement of equipment, faculty development, innovation activities, and other academic and research promotion initiatives.

Taxes and Statutory Deductions

Applicable taxes, statutory levies, and other mandatory deductions shall be recovered before revenue distribution. For exceptional Cases, The Director - RDC may approve a different revenue-sharing arrangement for large-scale, strategic, international, multi-institutional, or special consultancy projects based on the recommendations of the Consultancy and Industry Engagement Cell.

Revenue Sharing Mechanism

Sl. No.	Type of Consultancy / Professional Service	Consultant(s) Share	Institution Share
1	Advisory Consultancy	90%	10%
2	Service Consultancy	60%	40%
3	Comprehensive Consultancy	50%	50%
4	Research and Development (R&D) Consultancy	60%	40%
5	Testing, Analysis, Calibration and Certification Services	50%	50%
6	Training and Capacity Building Programmes	70%	30%
7	Policy and Professional Consultancy	80%	20%
8	Technology Transfer and Commercialization Support Services	60%	40%*

Use of Institution Facilities and Resources

Institution laboratories, equipment, infrastructure, software, technical facilities, and other institutional resources may be utilized for consultancy activities with prior approval of the competent authority. Such utilization shall not adversely affect the Institution's academic, research, or administrative activities, and the associated costs, if any, shall be recovered as per the applicable provisions of this Policy.

10. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY

Any intellectual property arising from consultancy activities shall be governed by the Institution's Intellectual Property Rights (IPR) Policy, Patent Filing and Incentive Policy, and the terms of the applicable consultancy agreement. Consultants shall maintain the confidentiality of all proprietary, technical, financial, and other information received or generated during the course of the consultancy assignment and shall not disclose such

information without the prior written consent of the client and the Institution, wherever applicable.

11. CONFLICT OF INTEREST AND ETHICAL CONDUCT

Consultancy activities shall be undertaken in a professional, transparent, and ethical manner and shall not conflict with the academic, research, administrative, or institutional responsibilities of the consultant. All consultancy assignments shall comply with the Institution's Research Ethics Policy, applicable regulations, and standards of professional conduct.

12. CONSULTANCY PERFORMANCE RECOGNITION AND INCENTIVES

The Institution may recognize and encourage outstanding consultancy contributions through appropriate incentives, awards, certificates of appreciation, commendations, and other forms of recognition as approved from time to time based on Revenue Generated, Outstanding Industry Collaboration, Excellence in Services, High-Impact service with Significant Societal, Industrial, or Environmental Benefits,

13. MONITORING, REPORTING AND CLOSURE OF CONSULTANCY PROJECTS

Consultancy projects shall be monitored by the Consultancy and Industry Engagement Cell to ensure timely completion and compliance with approved terms. Upon completion, the consultant shall submit a brief completion report, and the project shall be formally closed after fulfillment of all technical, financial, and administrative requirements.

14. RELATED INSTITUTION POLICIES

This Policy shall be read in conjunction with the Institution's Research Promotion Policy, Intellectual Property Rights (IPR) Policy, Patent Filing and Incentive Policy, Innovation and Startup Policy, Research Ethics Policy, Plagiarism Policy, Seed Money / Research Grant Policy, and other applicable Institution policies, regulations, and guidelines as amended from time to time.

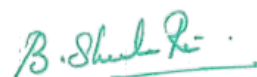


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