

## Procedures for Executing Consultancy project at IIT Indore

**Step 1:** Initiating Consultancy by the PI (annexure 1 - 4 should be submitted, in case if there is no agreement annexure 5 need to be submitted)

**Step 2:** Necessary approval from R&D office will be provided. In case if the consultancy disbursement per faculty is beyond 5 lakhs, Director approval is to be obtained

**Step 3:** Letter of Consent will be sent from R&D office to Industry/ Company/ Sponsoring Agency with a copy to PI

**Step 4:** After the consent received from the Industry/ Company/ Sponsoring Agency, Invoice will be generated from R&D office, and it will be shared with the Industry/ Company/ Sponsoring Agency for the release of money to the institute account.

**Step 5:** Execution of Project after the release of the fund as per the institute rules

**Step 6:** Submission of Closure report along with the disbursement form to be submitted to R&D office (annexure 6 & 7 to be submitted)

**Step 7:** Closure report will be communicated to the Industry/ Company/ Sponsoring Agency for their consent by R&D Office and approval for the disbursement of money to the PI

## Consultancy Proposal Format (Annexure 1)

1. Objective of the consultancy
2. Project methodology
3. Role of the Industry/Company/Firm
4. Details of the PI and CO-PI

S.NO	Name of the PI & Co-PI with Designation	Expertise of the PI & co-PI	Contribution in terms of Man hours*

5. Nature of the project#: R&D&T/ Expert Advice/ Testing
6. Outcome of the projects:
7. Deliverable:
8. Timeline with milestone
9. Cost Estimate
10. The form should be accompanied by Agreement<sup>§</sup>/ Declaration (Attached format)

\*Permitted consultancy as per institute rules 416 hours (52 days x 8-man hours)/academic year.

# Nature of the Consultancy Project:

**R&D&T (Research & Development & Technology):** Assessment of Design/ Manufacturing processes; Materials; Energy; Environment and manpower audits; product design; modelling including data-based research. Process development, Product Development software development; Prototyping.

**Expert Advice:** Feasibility studies. Technology assessment, general trouble shooting, retrofitting exercises, intensive efforts for transfer of highly focussed skills and expertise to selected group in specific organizations, Vision and strategy statements.

**Testing:** Testing and Evaluation services for specialized areas which has relevance to research to meet the requirements of certain organizations. Standardisation and calibration services accompanied by research.

<sup>§</sup> All agreement should be vetted by R&D office and only Dean R&D is authorised to sign the Agreements after the approval of Director. Faculties are advised not to sign any financial document.

**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
**Costing of Consultancy Project (Annexure -2 )**

Sl.	Contents	Details	
1	Name of employee (Write in Block Letters)		
2	Employee Id No & EPBX No.	Id No.	Internal Phone No.
3	Project Title		
4	Industry/client		
5	<b>Project: T category (Testing Projects) ( ) / E category (Expert advice, Reseach &amp; Development &amp; Technology Project ( )</b>		
6	Registration no. /File no. (For office use)		

**Details of costing of Consultancy Project**

	Particular	Amount in ( )
1	Consultant Fee (CF)*	
2	Charges for personnel engaged in Technical Services (CPTS)** (For Permanent employees of the Institute)	
3	Project Staff Salaries (PSS) (For Temporary staff employed in the project)	
4	House Rent Allowance (Provision shall be made for 30% of PSS as HRA)	
5	Operational Expenses (OE) (All other expenses related to the consultancy project)	
6	Capital Expenditure (CE) (Expenses towards purchase of capital equipment for the consultancy project)	
7	Overheads (OH) (Charges at 20% of PSS and OE)	
8	Contract Negotiation/Legal Expenses (CNL) (For project involving contracts, agreements and MOUs, negotiation charges may be appropriately included by Dean R&D)	
9	Net Project Cost (Addition of Item no. 1 to 8)	
10	Service Tax and other Taxes (as applicable)	
11	Total Project Cost (9+10)	

\*The Consultant Fee will be limited to 20% of Net Project Cost in case of Category T (Testing) project.

\*\* CPTS will be limited to 30% of Net Project Cost in case of Category T (Testing) projects.

**Declaration**

**1. Man Hour to be used:**

**2. Standard/Specific Condition:**

**3. Conflict avoidance disclosure is to be attached.**

Signature of Consultant/Faculty

Signature of HOD

Signature of Dean R&D

**Consultancy Project Proposal Details to be provided on the  
Industry/ Company/ Sponsoring Agency letterhead (Annexure 3)**

<b>Project Title:</b>	
<b>Funding Agency/Company Name:</b>	
<b>Address of Company with email id and contact number:</b>	
<b>GST No.</b>	
<b>P.O. No./Letter no./W.O. No. from Company</b>	
<b>Amount:</b>	
<b>Name of Consultant(s):</b>	
<b>Department</b>	
<b>Details work assigned through consultancy</b>	
<b>Proposed duration of the project</b>	

**Signature of the representative  
of the Firm/Company  
With Seal**

## Declaration (Annexure 4)

It is hereby declared regarding the consultancy proposal and work order/Purchase Order/Letter no. .... dated ..... received from ....., that there does not exist any relationship between me and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives and that there is not any scope for potential disproportionate self-gain.

Date:

**Consultant Signature**

**Name:**

**Designation:**

**(Seal)**

**(Letter Head of the Industry/ Company/ Sponsoring Agency)**  
**Annexure 5 (A generic format for all consultancy)**

(Date)

To  
Dean of Research & Development  
Indian Institute of Technology Indore

Dear Sir:

Sub: (Title of the project) \_\_\_\_\_  
Project Investigator(s) (PIs) from IIT Indore \_\_\_\_\_

With reference to the above, we agree to the following are terms and conditions of IIT Indore:

1. All deliverables, information, materials, reports, results, services, intellectual property, other property or rights, prototype (“Outcomes”) developed, granted or provided by IIT Indore to the Funding Agency are on an as-is-where-is basis.
2. The Outcomes provide views/ thought/ opinion of the PI(s) is solely the responsibility of the expert and does not reflect the opinion of the institute.
3. IIT Indore and the PI(s) do not make any warranties of any kind, either express or implied, as to any matter including, but not limited to, warranty of fitness for particular purpose, or merchantability, exclusivity or results obtained from use. IIT Indore and the PI(s) shall not be liable for any loss or damage including third party damage that may arise out of usage of the Outcomes.
4. IIT Indore and the PI(s) will not be liable to the Funding Agency or any third party for any decision made or action taken in reliance on the Outcomes or for any consequential, special or similar damages, even if advised of the possibility of such damages.
5. The Outcomes are not to be considered as certification. The Outcomes are merely for research and scientific studies purposes and are not a legal validation of the sample or material.
6. IIT Indore and the PI(s) will neither be liable to appear for any inquiry or clarification nor ensure to maintain any records.

Signature with Seal

**Closure report (Annexure - 6)**  
**CONSULTANCY PROJECT COMPLETION REPORT**

<b>Title:</b>	
<b>Consultant:</b>	
<b>Funding Agency/Company Name:</b>	
<b>Amount:</b>	
<b>Details of Objectives met as per the milestones</b>	
<b>Details of the deliverables</b>	
<b>Details of Man power training ( if applicable)</b>	

**Consultants Signature**

**Enclosed**

- 1) Copy of detail closure report**

*R&D office will communicate the closure report to Industry/ Company/ Sponsoring Agency and get the Acceptance from the Firm/Company.*

**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
**Consultancy Project (Disbursement Form)**

Sl.	Contents	Details	
1	Name of employee (Write in Block Letters)		
2	Employee Id No & EPBX No.	Id No.	Internal Phone No.
3	Title of Project		
4	Industry/client		
5	Total Project Cost		
6	Consultancy Fees Amount		
7	CPTS		
8	Operational Expenses		
9	Registration no. /File no. ( for office use)		
10	<b>Project : T category (Testing Projects) ( ) / E category (Expert advice and Development Project (√ )</b>		
	<b>Request you to kindly transfer my share of consultancy fee into my salary account for the consultancy project undertaken by me as follows:</b>		
	<b>Particular</b>		<b>Amount in (Rs.)</b>
1	Disbursement from Consultant Fee (As per project cost sheet)		
2	Less : IIT Indore Contribution @ 20%.		
	Less :Disbursement from Personnel Employed in Technical Services (CPTS)		
	<b>Name of the Employee</b>	<b>Employee ID No.</b>	
I			
II			
	Less :Disbursement from operational expenses		
	Total Amount		
	<b>Net Total Amount to be Reimbursed →</b>		

**Declaration:-**

It is certified that the consultancy Project has successfully completed, and report is submitted to client on ---/---/-----.

Signature of Consultant/ Principal Investigator

Signature of HOD



<b>For use of R &amp; D Department</b>		
<b>Sr. No.</b>	<b>Particular</b>	<b>Amount (Rs.)</b>
1	Operational Expenses as on Date (Opening Balance)	
2	Actual amount of O.E passed	
3	Operational expenses (Closing Balance)	

Dean R & D

To: Accounts for Payment



भारतीय प्रौद्योगिकी संस्थान इन्दौर  
खण्डवा रोड, सिमरोल, इन्दौर - 453 552, भारत  
**Indian Institute of Technology Indore**  
Khandwa Road, Simrol, Indore - 453 552, India

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IIT Indore

**ELECTRONIC CLEARING SERVICE (Credit Clearing)/REAL TIME GROSS SETTLEMENT (RTGS)**

**DETAILS OF ACCOUNT HOLDER**

1	Name of the Account Holder	Registrar IIT Indore
2	Contact Address	Indian Institute of Technology Indore Khandwa Road, Simrol-453552, Indore
3	Agency Name as per CPMS	Indian Institute of Technology Indore
4	Agency Code as per CPMS(PFMS)	IITIND
5	Telephone No	0731-6603586
6	Fax No	0731-2438933
7	Email	arrnd@iiti.ac.in
8	TAN No	BPLI01163B
9	PAN	AAAAI7115H
10	GSTIN	23AAAAI7115H1Z2
11	MCA - CSR No	CSR00014873

**BANK ACCOUNT DETAILS**

1	Bank Name	Canara Bank
2	Branch Name	Simrol IIT Branch
3	Contact Address	Indian Institute of Technology Indore Khandwa Road, Simrol-453552, Indore
4	Telephone No	70499-19146
5	Email ID	cb6223@canarabank.com
6	Account Number	1476101027440
7	Account Type	Savings account
8	MICR Code	452015026
9	IFSC Code	CNRB0006223
10	SWIFT Code	CNRBINBBBID

Certified that the Institute's account is on RTGS enabled branch. I hereby declare that the particulars given above are correct and complete.

Signature of the authorized official

**Assistant Registrar (R&D)**  
**Indian Institute of Technology Indore**

वास्ते केनरा बँक  
For CANARA BANK

प्रबन्धक / Manager  
आई.आई.टी. सिमरोल कैंपस शा. नि. - इन्दौर  
I.I.T. Simrol Campus Br. Distt.-Indore

Signature of the Authorized Bank Official