



## INDIAN INSTITUTE OF TECHNOLOGY INDORE

### SOP for the Consultancy Project

#### Procedures for Executing Consultancy project at IIT Indore

**Step 1:** Initiating Consultancy project 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.

**Step 3:** Letter of Consent / Proforma Invoice will be sent from R&D office to the PI for Industry/ Company/ Sponsoring Agency.

**Step 4:** PI will communicate with the Industry/ Company/ Sponsoring Agency for the transfer of the requisite amount. Thereafter, an E- Invoice will be generated in Tally for online entry.

**Step 5:** Execution of the Consultancy Project by the PI.

### Terms and Conditions

*\*Permitted consultancy as per institute rules 416 hours (52 days × 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.*

*§ 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.*