INDIAN INSTITUTE OF TECHNOLOGY INDORE

SOP for the Consultancy Project

(A) Procedures for Executing Consultancy project at IIT Indore

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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.

Step 6:. After the Completion of Consultancy project by the PI.

Submission of Consultancy Project Completion Form (annexure 6) duly acknowledged by the Firm /Company along with the disbursement form (annexure – 7) and the report to be submitted to R&D office.

Thereafter, approval will be sought for the disbursement of consultancy fees to the PI/ Co-PI/ Experts.

(B) Procedure for the Extension of Consultancy Project at IIT Indore

Step 1: The Consultancy Extension Form for increase in scope/ cost / Co-PI addition on the Industry/ Firm/ Company's letter head to be forwarded along with R-15 form for the approval.

Step 2: Necessary approval from R&D office will be provided for the continuation of the Consultancy Project

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.