



INDIAN INSTITUTE OF TECHNOLOGY INDORE

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 the Consultancy project of the Industry/ Company/ Sponsoring Agency.

Step 4: After the Amount received from the Industry/ Company/ Sponsoring Agency, TAX Invoice will be generated from R&D office, and it will be shared with the PI for Industry/ Company/ Sponsoring Agency.

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

Step 6: Forwarding of Closure report, it will be communicated to the Industry/ Company/ Sponsoring Agency for their consent by R&D Office,

Step 7: Submission of Completion Report Form (annexure 6) duly acknowledged by the Firm /Company along with the disbursement form to be submitted to R&D office along with (annexure 7).

Thereafter, approval will be sought for the disbursement of consultancy fees to the PI.



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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.