

CONSULTANCY POLICY

To engage faculty in consultancy assignments so the Institute – Industry connect is good.

To ensure that the assignments are conducted in a professional and cost effective manner

To ensure that the assignments are completed well in time and well within the budgeted cost.

To promote maximum participation from faculties in Consultancy assignments.

To engage external experts in the team where necessary to ensure the quality of delivery.

STANDARD OPERATING PROCEDURE

The Institute encourages all the faculty members to involve themselves in Consultancy assignments.

Individual faculty members can prepare proposals and submit them based on enquiries received from their industry contacts after getting the approval from the Director. The Director will share enquiries received for conducting consultancy assignments from various organisations with faculty members having the necessary expertise to conduct the assignment. Faculty chosen as above will prepare detailed proposals in the prescribed format or participate in the tender. All proposals will be taken forward after getting Director's approval.

The Project Director (Faculty) will follow up with the client after submission of proposal or after participating in the tender on a continuous basis till the time a decision is taken by the client organisation.

On receipt of the order, the P.D will form his team in consultation with the director, assign roles and commence the project. The P.D will keep the Director posted about the progress of the project on a continuous basis and on completion of the Project, will submit the final report to the client within the stipulated time. P.D will ensure that invoices are raised on the client as per the agreed contract terms and payments are received in time.

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Prof. R.K. MISHRA
DIRECTOR

Institute of Public Enterprise
O.U. Campus, Hyderabad - 500 007

STANDARD OPERATING PROCEDURE

The SOP for the division prepared earlier stands modified as given below.

The Consultancy Division will be headed by a faculty designated as 'Consultancy Coordinator'. The C C will be responsible for all the activities of the division. The C C will answer enquiries, distribute enquiries to the faculty with necessary expertise for proposals, check the proposals before submission and monitor the progress of the projects on a continuous basis. All support, logistics and others, to the project leaders will be taken care of by the C C to ensure successful completion of the assignment..

The C C will make efforts to get empanelled in as many client organisations as possible to increase the client base. Where necessary, the C C will enlist external expert support for being part of the project team to improve the prospects of the success of the proposal. The C C will submit periodic reports to the Director on the progress of the Division.

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