

## CONSULTANCY POLICY

- ✦ To engage faculty in consultancy assignments ensure good Institute-Industry connect.
- ✦ To ensure that the assignments are conducted in a professional and cost effective manner
- ✦ To ensure that the assignments are completed 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.

The Consultancy Division will be headed by a faculty designated as ‘Consultancy Coordinator’ who in turn will be supported by a Joint Coordinator. The Consultancy Coordinator will be responsible for all the activities of the division. The Consultancy Coordinator 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 Consultancy Coordinator to ensure successful completion of the assignment.

The Consultancy team will make efforts to get empanelled in as many client organisations as possible to increase the client base. Where necessary, the Consultancy team will enlist external expert support for being part of the project team to improve the prospects of the success of the proposal. The team will submit periodic reports to the Director on the progress of the Division. The Director will share enquiries received for conducting consultancy assignments from various organisations with the Consultancy Coordinator, who in turn will share the same with faculty members having the necessary expertise to conduct the assignment. Faculty chosen will prepare detailed proposals in the prescribed format or participate in the tender. All proposals will be taken forward after getting Director’s approval.

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Apart from this, individual faculty members can prepare proposals and submit them based on enquiries received from their industry contacts after getting the approval from the Consultancy Coordinator and the Director.

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. Consultancy Coordinator will join the faculty whenever required to succeed in getting the projects.

On receipt of the order, the Project Director will form his team in consultation with the Consultancy Coordinator and after getting the approval from the Director, will assign roles to the various team members and commence the project. The Project Director will keep the Consultancy Coordinator and 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 after getting due approvals from the Consultancy Coordinator and the Director.

The Consultancy Coordinator with the help of the Project Director will ensure that invoices are raised on the client as per the agreed contract terms and payments are received in time.



(S Sreenivasa Murthy)

**Prof. S. Sreenivasa Murthy**  
Director  
Institute of Public Enterprise  
Survey No.1266, Shamirpet (V&M),  
Medchal-Malkajgiri District,  
Hyderabad - 500 101