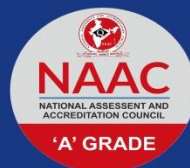




Living World of Diversity...



INSTITUTIONAL AND INDIVIDUAL CONSULTANCY Guidelines & Procedures



-: An Initiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES NAAC ACCREDITED GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India,
Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute;
Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category - Best Business School
by AIMA - Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

-: An Initiative of Tecnia Internal Quality Assurance Cell :-

**INSTITUTIONAL AND
INDIVIDUAL CONSULTANCY
Guidelines & Procedures**

SOP FOR INSTITUTIONAL AND INDIVIDUAL CONSULTANCY

S.No.	PARTICULARS	DESCRIPTION
1	Policy Number	TIAS/IQAC/2019-22/
2	Policy Structure	SOP FOR INSTITUTIONAL AND INDIVIDUAL CONSULTANCY Policy describes the Consultancy Services that may be offered to educational institutions, industries, service sectors, government departments and other national & international agencies in niche areas of expertise available in the institute put forwarded through the faculty and the research associate.
3	Scope of the Policy	The policy covers all Consultancy works and related job that need to be structured and executed in the spirit of promoting Industry Interactions, as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of TIAS graduates (U.G. / P.G.) and in the process, generating funds for revenue sharing between different consultants.
4	Policy Status	Original -Version -1.0 Adopted from Guru Gobind Singh Indraprastha University Act, Statutes & Ordinances (As amended upto 30th June, 2012); CALENDAR; EDITION-II; 2012; Ordinance 26: Institutional And Individual Consultancy. Currently adopted in TIAS, Institute affiliated with GGSIP University.
5	Originated By	Adopted from Guru Gobind Singh Indraprastha University Act, Statutes & Ordinances (As amended upto 30th June, 2012); CALENDAR; EDITION-II; 2012; Ordinance: 26
6	Reviewed By	TIAS Internal Quality Assurance Cell (IQAC) for Institute by Coordinator, TIAS-IQAC, Tecnia Institute of Advanced Studies, Delhi
7	Effective Date	22/07/2021
8	Approving Authority	Director, Tecnia Institute of Advanced Studies, Delhi. Coordinator, Internal Quality Assurance Cell (IQAC), Tecnia Institute of Advanced Studies, Delhi, TIAS-IQAC,
9	Amendment Number	Nil
10	Effective Date of Amended Policy	Nil

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1.0 THE INSTITUTE

Tecnia Institute of Advanced Studies (“TIAS”) is a Flagship of Tecnia Group of Institutions; one of the Premier NAAC accredited “A” Grade Institute; Approved by All India Council For Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Government Of India (GoI) and Affiliated to Guru Gobind Singh Indraprastha University, Delhi; Recognized under Section 2(f) of University Grants Commission Act, 1956. The Institute conducts Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelors of Arts Journalism and Mass Communication BA (JMC) & Bachelor of Computer Applications (BCA) programmes in both shifts. The institute is ISO (hereinafter ISO refers to International Organization For Standardization) 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified and Instituted is Top 50 Best B-School in North Zone by The Week Hansa Research Survey, Top 50 Private Institute in India by Times BBA Education Ranking Survey; The institute has established Institution Innovation Council (IIC) under the Norms of MHRD’s Innovation Cell, GoI Dated 11.09.2019 to promote Innovation and Start up and also established Entrepreneurship Development Cell. Institute provides Value Added Programs & Career Counseling Session, Capabilities Enhancement Program on Technical and Soft Skill Expertise knowledge for development of young professional. The institute had setup TIAS-NPTEL Local chapter to complete MOOCs Course with e- certification for making students employable. Institute has ultra- Modern infrastructure and impart Value Based Education, conducts Training, Research & Consultancy, National and International Conferences and Seminars, Faculty Exchange Programme, Technical cum Cultural Fest etc. since 1998. The Institute is located at a prime location and has State-of-the-Art facilities, erudite faculties, dedicated staff members and an ambience to fulfill admirable academic pursuit.

2.0 VISION

To impart holistic development, by inculcating knowledge, ethics, professional acumen including socially concerned attitude to carve out an edge in dynamic environment.

3.0 MISSION

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extra-curricular, enrichment, extension and outreach activities and research environment.

4.0 CORE VALUES

Being a professional institute, we subscribe to, in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual respect, professionalism, quality service & standards, innovation, objectivity and honoring our commitments.

5.0 QUALITY POLICY

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices and performance in the Management, Information Technology and Media disciplines by adopting the quality management system through continual improvements.

6.0 TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of (HEI) recognized institution to undertake the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial wellbeing and student services. In pursuance of above for its performance evaluation, assessment & accreditation & quality up-gradation of higher education, NAAC proposes to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become an integral part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institute for the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence. The Tecnia Institute of Advanced Studies was accredited on 11-Sept.-2017 with CGPA of 3.11 of 'A' Grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. IQAC established at Institute continued to strive for the betterment of systems, processes and policies setup. The NAAC visited the Institute Campus from 28th - 29th August 2017 (First Cycle) taking the tangible efforts to further has established a concrete Tecnia-IQAC hosting in TIAS-ERP in Institute.

7.0 IQAC VISION

To shape and certify the quality culture in the Institute with an intention of assured all round excellence.

8.0 IQAC MISSION

To channelize the efforts and establish the actions of the institute towards quantify academic and administrative talent and to be the change agent for leading and remove deficits to enrich the quality

9.0 IQAC GOALS

IQAC shall evolve mechanisms and procedures for:-

- ❖ To ensure timely, efficient and progressive performance appraisal of academic, administrative and financial tasks
- ❖ To ensure relevance and quality of academic and research programmes

- ❖ To develop equitable access to and affordability of academic programmes for various sections of society
- ❖ To optimize and integrate modern methods of teaching and learning
- ❖ To ensure credibility of evaluation procedures; adequacy, maintenance and functioning of the support structure and services
- ❖ To develop research sharing and networking with other institutions in India and abroad

10.0 IQAC DOLES

The doles of the IQAC are:-

- ❖ To contribute meaningfully to ensure heightened level of clarity and focus on institutional functioning towards quality enhancement through internalization of the quality culture
- ❖ To act as a nodal agency in the Institute to empower, integrate and coordinate among various quality-related activities including adoption dissemination and institutionalize of best practices, for quality outcomes
- ❖ To build an organized methodology for decision-making, quality changes, documentation of the various programmes/activities to improve institutional functioning and internal communication for quality improvement

11.0 IQAC ROLES

The roles of the IQAC are:-

- ❖ To develop, disseminate information and application of quality benchmarks for various academic and administrative activities of higher education.
- ❖ To facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adapt the required knowledge and technology for participatory teaching and learning process
- ❖ To establish network to coordinate, facilitate and implement feedback response on quality- assurance initiatives by involving the stakeholders
- ❖ from students, parents and other stakeholders
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ❖ To develop and maintain institutional database through TIAS-ERP (MIS) for the purpose of maintaining, enhancing, quality culture in the institution.
- ❖ Periodical conduct academic and administrative audit and its follow-up to prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters for onward submission to NAAC.

SOP FOR INSTITUTIONAL AND INDIVIDUAL CONSULTANCY

12.0 OBJECTIVES

- (i) To effectively utilize the Institute's academic facilities, physical infrastructure including the scientific infrastructure, the available expertise to enter into an arrangement / interaction with the industry, other institutions or the bodies as the Institute may deem fit, in a manner consistent with the primary mission of teaching, research and public service;
- (ii) To enrich the experience and knowledge of the Professionals in the knowledge sphere and provide an opportunity of finding solutions to the problems of industries / enterprises.
- (iii) To provide opportunities to the Professionals to apply their knowledge and skill in real work situations.
- (iv) To supplement the Institute's financial resources to the possible extent.

13.0 CONSULTANCY ADVISORY & MONITORING COMMITTEE (CAMC)

In order to achieve the objectives set out, a Consultancy Advisory & Monitoring Committee (hereafter referred to as CAMC) will be set up in the Institute with the following composition:

- (i) Director - or his nominee : Chairman (Authorized Officer)
- (ii) Two Deans of Institute/ Departments of respective Programmes to be nominated by Director.

The Director, TIAS on the recommendations of CAMC may co-opt for any member(s), as per the requirement.

14.0 CONSULTANCY – DEFINITION AND SCOPE

Consultancy shall be in area of expertise of the Institution (TIAS)/ individual preferably its thrust areas. For the purpose of definition, there shall be three categories of consultancy, viz.

- I. Institutional-Departmental Consultancy:-**Wherein the services shall comprise of technical, scientific or other professional advice / assistance based on the available knowledge / expertise in the Institute and envisaging use of Institute's facilities (without disturbing the academic schedule) for essential discharge of duties including experimentation needed to meet the objectives of the consultancy assignment (hereafter referred to as Category-1.)
- II. Routine Consultancy:** Evaluation, Calibration and Equipment Testing Services:- Wherein the services involved routine laboratory testing and no interpretation of the results is called for. Neither any technical advice is to be rendered nor is the test results to be processed further. The routine consultancy may be: (A) Equipment Intensive is in Category-2.

- III. **Routine Consultancy:** Consumable Standardization Services:- Consumable Intensive here after referred to as Category-3 respectively.
- IV. **Individual Advisory Consultancy:-** Wherein the services would involve technical, scientific or other professional advice provided to a client purely on the basis of available expert knowledge and experience of individual rendered outside the Institute and envisaging minimal use of infrastructural facilities and secretarial services of the Institute, without disturbing the normal functioning and academic schedule of the Institute, here after referred to as Category-4.

Any consultancy assignment, which does not strictly fall under the category of Individual Advisory Consultancy, shall be considered as 'Institutional Consultancy'. The CAMC for approving the consultancy shall have the powers to decide on the category of a particular consultancy.

15.0 ELIGIBLE FOR UNDERTAKING CONSULTANCY ASSIGNMENT

The Director and the members of the faculty are permitted to undertake consultancy work to the extent that it will not interfere with the discharge of their normal duties. Research/ postgraduate students shall be encouraged to participate in these assignments. Institute's officers and technical staff having Ph.D. degree or possessing qualifications considered appropriate for the project would also be permitted.

Provided that the consultancy should be limited to an average of one day in a week leading to a ceiling of 52 days in a year including the vacation periods. This ceiling can be relaxed by the Director, TIAS in special circumstances.

16.0 FUNCTIONS OF CAMC

The functions of **Consultancy Advisory and Monitoring Committee (CAMC)** will be to:

- give broad guidelines for consultancy work;
- bring out consultancy information systems, catalogues periodically;
- identify and prepare list of consultants in different fields;
- prepare a roaster of available human resources on the basis of time schedule;
- consider consultancy proposals;
- to appoint a Consultancy In charge (CI) where ever necessary, identify a team in consultation with CI, to be associated for specific consultancy assignments; and
- to co-ordinate work relating to consultancy assignments and review of progress;

17.0 CONSULTANCY ASSIGNMENTS

Proposals for consultancy assignments shall be submitted in the prescribed format, attached herewith as an **Appendix - III**.

18.0 CRITERIA FOR PROCESSING CONSULTANCY PROPOSALS

The offers of consultancy or proposals for award of consultancy at different levels, shall be submitted to "Consultancy Advisory & Monitoring Committee" and be examined in respect to the following:

- (i) Whether physical or other infrastructural facilities required for carrying out consultancy assignments are available in the Institute's Research Innovation and Consultancy Cell.
- (ii) Whether acceptance of consultancy assignment is befitting the academic status of the Institute.
- (iii) Whether amount of consultancy fees offered is commensurate with fees chargeable as per guidelines laid down in Section 10.
- (iv) Whether the return to the Institute is commensurate with the potential and likely gains to the client as a result of transfer of in-house technology know-how and know-why.
- (v) Whether the consultancy would add to the knowledge and professional competence in the Institute's proficiency & alma matter.

19.0 FORMULATION OF CONSULTANCY PROPOSALS

In case the Institute is approached by a client for consultancy assignment(s), and the CAMC decides in principle to accept the proposal, CAMC will identify the Consultant Incharge (CI) who possesses competence in the specific field in which consultancy proposal is to be formulated; and refer the Client(s) to the CI. The CI, then will prepare the proposal in the prescribed format. After concurrence of the client, the proposal will again be put up to the CAMC for final approval.

20.0 FINALIZATION OF CONSULTANCY PROPOSAL

The consultancy proposal should be finalized bearing in mind the following:

- (a) The outlines of work and terms of reference of consultancy assignment must describe clearly and unambiguously the desired level of output.
- (b) The facilities required for executing the consultancy assignment are clearly brought out.
- (c) The procedures and programmes for execution of the assignment should be mutually agreed upon.
- (d) The time frame for the project.
- (e) The project proposal will clearly indicate:-
 - names of members of the team, including non-teaching, if any.
 - their share of consultancy fees;
 - duties and responsibilities (including targets involved) assigned to each member of the team;

- in case a member of team/consultant from outside the Institute is associated, his/her duties and responsibilities, as well as fees payable should be specified;
- assistance needed from the client group in respect of work, transport and supply of basic data, laboratory facilities etc. should be spelt out and responsibilities fixed on the client group.
- the officer(s) of the client group to be liaised for consultation in regards to the assignment should be specified.
- the expenditure details of the consultancy assignments should be specified.

21.0 EXPENSES CONNECTED WITH THE CONSULTANCY PROJECT

The detailed costing of the project would include following components:-

- (a) Cost of Manpower deployed
- (b) Cost of Infrastructure
- (c) Cost of raw material and consumables
- (d) Payment to outside experts / manpower proposed to be associated / engaged
- (e) T.A. and D.A.
- (f) Contingencies and / or overheads.
- (g) Consultancy fees

22.0 PROFESSIONAL & CONSULTATION FEE (P&C FEE)

A part of the consultancy amount received under any of the Consultancy job / project would be placed under a separate head namely the '**P&C Fee**'.

The guiding principles for the utilization of these funds would be as follows :-

- (a) 'Head Accountant' with the approval of Executive Director of the Institute shall operate this fund.
- (b) The amount shall be utilized to promote research and consultancy work, to institute incentive awards for outstanding research / consultancy development work, and for any other purpose approved by the Executive Director, TIAS.

23.0 UTILIZATION OF THE CONSULTANCY AMOUNT RECEIVED

The consultancy amount shall be credited to the 'P&C Fee" (clause 22.0)/ Institute revenue as specified in Appendix -I.

24.0 EXPENDITURE SANCTIONING AUTHORITY

The CI shall have financial power to sanction expenditure up to Rs. 50,000/- under the assigned consultancy project; Director recommends to Executive Director, who shall have sanctioning authority upto 1 Lac; above 1 Lac power shall be with approval of the Governing Body.

25.0 STANDARD TERMS AND CONDITION

The terms and condition as laid down in Appendix – II will be binding on every consultancy assignment unless and otherwise agreed upon before the start of the work and approved by CAMC. The agreement shall be made with the client in such cases, in a legally vetted format.

26.0 OTHER APPLICABLE CONDITIONS

- (i) All purchases, however, shall be made following the normal Institute Purchase Rules. The procured items using the funds shall be properly accounted for and shall remain the property of the Institute unless and until agreed upon otherwise by both parties before the commencement of the project.
- (ii) The 'TA/DA' (both national & international travels) rates must be settled with Client and be spelled in the initial proposal. If no rates are settled, the payment will be made as per Institute rules.
- (iii) In case the consultancy work results in a patent, CSIR-IPR Rules will apply. The Institute shall be a one of the co-assignee of the patent.
- (iv) A copy of all reports submitted to the Client will be filed to the CAMC. In case the information in the reports is considered classified by the Consultant/Client a brief note to this effect may be filed.
- (v) Once the proposal is cleared by the CAMC, the CI will deal directly with client in all matters regarding a particular job; and the Faculty-in-Charge of groups/Dean (R&D) and HoD(s) of respective programmes will deal directly with Client(s) in all matters concerning Routine Consultancy.

DISTRIBUTION OF THE AMOUNT RECEIVED IN THE CONSULTANCY PROJECT

Consultancy Category	Consultancy Fee: PI and team members % #	R&D Department %	Institute Revenue %	Expenses
Category 1: Institutional- Departmental Consultancy	60	20	20	(a) Cost of raw material and consumables (b) Payment to outside experts/ required manpower proposed to be associated/ engaged (c) T.A. and D.A. (d) Contingencies etc. (e) As proposed by CI and approved by CAMC
Category 2: Routine Consultancy: Evaluation, Calibration and Equipment Testing Services	30	40	30	
Category 3: Routine Consultancy: Consumable Standardization Services	30	40	30	
Category 4: Individual Advisory Consultancy	80	10	10	
Analysis and Characterization of Sample	80	10	10	
# 60% - Intra team distribution as proposed by CI and approved by CAMC				

Note: Percentages correspond to that of total consultancy amount.

STANDARD TERMS AND CONDITIONS & AGREEMENT FORM OF CONTRACT FOR CONSULTANCY.

These terms and conditions cover projects of specific interest to Client. The conditions are binding unless and otherwise agreed upon in a separate document.

1. **Project Planning:** The Institute shall, together with the Client, prepare work plan and budget for the project. The plan shall normally be accepted by the Client before the commencement of the work on the project. The university & client shall agree on the form and frequency of the formal reports concerning the progress and the results of the work.
2. **Responsibility:** The Institute undertakes to carry out the consultancy project as conscientiously as conditions allow, but accepts no economic responsibility, should the work not lead to expected results. The Institute accepts the project on condition that the Client renounces all rights to claim damages for losses sustain directly or indirectly in consequence of the work done by the Institute.
3. **Results of the project & inventions:** All reports are to be sent to the client in duplicate. The Institute reserves the right to retain a copy. The results of the work done in connection with the project and/or inventions shall remain property of the Client until and unless agreed upon otherwise, before the start of the project. This also includes all IPR issues related to the project. However, the Institute reserves the right to use such results in connection with activities outside the scope of the project.
4. **Publishing:** Manuscripts of academic papers, brochures, advertisements, etc, which refers to or quote, both parties before publishing shall vet the propriety results of the project.
5. **Apparatus/equipment:** Instruments and/or equipments acquired in connection with the project and charged from the Client remain the property of the Institute affiliated with Guru Gobind Singh Indraprastha University, unless otherwise the Institute & client specifically mutually agrees it to.
6. **Termination of the project:** The Client has a right to terminate the project at any time, but shall be liable for all reasonable expenses incurred in connection with halting work already in progress according to the agreed work program. The Institute has a right to terminate the project with three months' notice except where otherwise agreed upon. The Client in this case shall not be liable for any expenses incurred after the period of notice.

7. Normal mode of payment: The payment of the Institute's Charges for the consultancy work are required to be deposited in full (unless otherwise it is specifically agreed by the Institute) before the start of the work, through crossed bank draft/ cheque drawn in favour of Tecnia Institute of Advanced Studies.
8. Disputes: In the event of any dispute or difference between the parties hereto, such dispute/differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute/difference shall be referred to an outside arbitrator to be nominated by the Director (Governing Body wherein Director is CI) of the Institute for a reasoned Award. The Award of the arbitrator shall be binding on the parties to the dispute.

TECNIA

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC Accredited Grade 'A' Institute
Research & Innovation Development Cell

Ref No. _____

For office use only

CONSULTANCY ASSIGNMENT PROPOSAL AND AGREEMENT FORM TITLE OF THE CONSULTANCY (Kindly fill in BLOCK letters)

CONSULTANT INCHARGE

Name: _____ Designation: _____

School: _____

Telephone Direct: _____

EPBAX: _____

Extn: _____ Email: _____

EXPECTED TIME SCHEDULE

Duration: _____ Years: _____ Months: _____

Weeks: _____ Days: _____ Starting Date: _____

CLIENT DETAILS (Kindly fill in BLOCK letters)

Firm's Name: _____

Address: _____

Contact Person's Name: _____

Designation: _____

City: _____ Pin: _____ Phone: _____

Extn: _____ Fax: _____ Email: _____

TOTAL CHARGES AND PAYMENT DETAILS

Mode of Payment:→ By Cheque By draft Electronic Transfer
 Currency:→ Indian Rupees Foreign—Country: Currency:
 Payment enclosed:→ Full Payment Part Payment

Total Value (in figures) Total Value (in Words) Bank's Name and Branch

DD/Cheque No. DD/Cheque Amount DD/Cheque Date

OBJECTIVES AND TYPE

Scope of the Consultancy	Consultancy Type (Please tick)	Client Type
(attach separate sheets, if necessary)	<input type="radio"/> Product Development <input type="radio"/> Process Development <input type="radio"/> Checking of Design <input type="radio"/> Checking of Report <input type="radio"/> Checking of Analysis <input type="radio"/> Report writing/ Evaluation <input type="radio"/> Testing & Interpretation <input type="radio"/> HRD/CEP <input type="radio"/> Computation <input type="radio"/> Advice <input type="radio"/> Others (Please specify)	<input type="radio"/> Private Sector <input type="radio"/> Government Sector <input type="radio"/> Public Sector <input type="radio"/> Funding Agency <input type="radio"/> Foreign Organisation <input type="radio"/> Others (Please Specify)

AGREEMENT BETWEEN CLIENT AND CONSULTANT (to be filled in only on the request of Client)

This agreement is subject to the Standard terms and Conditions for undertaking consultancy projects at GGSIP University, Delhi unless specially agreed to otherwise, the details mentioned above have been read and are acceptable.

Signature of the Consultant In-charge

Signature of the Client

Date:

Date:

GGSIPIU BOM Resolution – 25th meeting vide item 25.08 dated 23.12.2004

GGSIPIU Gazette Notification No. F.2(29)/Ord/IPU/DRP/2005/2431 dated 10.03.2005

The above Policy and Schedule shall come into force w.e.f. the date of its approval by the Governing Body of the Institute.

TECNOVA



TECNIA

INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

DELHI | INDIA

Tecnia Campus, Institutional Area, Madhuban Chowk, Rohini, Delhi-110085

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