



**SIDDHARTH INSTITUTE OF
ENGINEERING & TECHNOLOGY, PUTTUR**
(AUTONOMOUS)

Research & Development Cell

CONSULTANCY POLICY

This policy has been approved in Governing Body (GB) in **Item No.10** vide reference **SIETK/Admin/GB/MM/July-2017** dated 23.07.2017

Siddharth Nagar, Narayanavanam Road, Puttur,
Chittoor Dt - 517583, A.P., India.



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www.sietk.org

(ISO 9001 : 2008 Certified Institution)

(Approved by AICTE, New Delhi)

(Affiliated to JNTUA, Ananthapuramu)

(Accredited by NBA & NAAC with "A" Grade)



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(AUTONOMOUS)

CONSULTANCY POLICY

1. INTRODUCTION

Siddharth Institute of Engineering and Technology (Autonomous) (SIETK) is widely regarded as a successful means of conveying knowledge and ensuring an immediate and direct influence on society. In any case, a balance between consultancy and the traditional roles of the academic staff, and the interests of the autonomous college, should be maintained. This policy establishes guidelines for conducting consultancy to ensure that the consultancy undertaken by the staff is consistent with the institute strategic and operational objectives. SIETK is focused on improving its expertise to the benefit of industry, government, educational institutions, and other research organizations.

2. THE POLICY

In accordance with this policy, all research and non-research consultancies will be administered in accordance with the accompanying core values, which are:

1. In terms of income, improved reputation, and the development of staff skills, SIETK should demonstrate demonstrable benefits from the consultancy.
2. SIETK policies, including its functions, objectives, and interests, should conflict with the institute's reputation. Therefore, a written MOU between the owner of the work and SIETK personnel should be in place before the beginning of the project.
3. Siddharth Institute of Engineering and Technology shall be the owner of the intellectual property developed during the consultancy and will be responsible for acquiring and maintaining the appropriate intellectual property rights.
4. Research carried out in SIETK research labs may be published and will protect the confidential information gathered during this process. The commitments made by the support staff and clients will be acknowledged in the publications.
5. SIETK provides a minimum amount for overheads that should be applied to all project budgets. This sum includes project staff salaries as well as on-cost charges such as consumables, equipment establishment and repair, and so on. All consultancy people should incorporate it.
6. The customer charges for the proposed project should be made payable to "**Principal, Siddharth Institute of Engineering & Technology, Puttur**" by check or Demand Draft.





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7. Staff members should not participate in external research activities where no formal agreement has been approved by the SIETK, with the exception of those who are on leave without pay and have the endorsement of the Dean, R&D. Such staff may not utilize their SIETK affiliation or the academic title when providing research benefits that the institute doesn't support.
8. If a member of staff is running a Private Consultancy, that person should ensure that the following rules are followed:
9. Employees who work on private consulting projects should not be diverted from their responsibilities at the institute.
10. In private consultations, employees should utilize SIETK emblems such as letterheads, logos, and other identification marks.
11. Without prior approval from higher authorities, no SIETK resources, such as the library, electricity, space, equipment, consumables, and Internet access, will be used to meet the needs of the private consultancy.
12. The private consultancy should not be located within the same geographic area where the SIETK may be providing support on a commercial basis by utilizing the abilities of the staff members involved.
13. Staff members should give their consent to reimburse SIETK and its delegates for and against any and all activities, claims, misfortune, harm, costs, charges, and liabilities incurred in the course of private consultancy work.

Distribution of Consultancy Income

1. A fee for expert services will be charged to the customer by the staff member; however, the amount charged will be shared with the Institution in the following ways:
 - When it comes to research and development or consulting projects that require both infrastructure and work time, the ratio will be 60:40. (40 % to institution).
 - In all other cases, the split will be 80:20 (with 20% going to the institution).
2. An honorarium will be paid to associative staff members who are directly involved with the project by the concerned faculty member with approval from the Principal/Dean, Research and Development.
3. The project facilitator will use the funds received for the project in accordance with the terms and conditions of the funding organizations.

K. R. R. R.
PRINCIPAL

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