



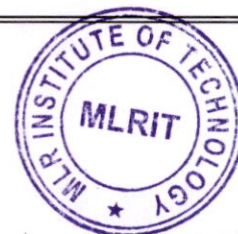
CONSULTANCY POLICY



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MLR Institute of Technology (MLRIT) recognizes consultancy as an important mechanism for transferring institutional knowledge, research outputs, technical expertise, and professional experience to industry, government agencies, public sector undertakings, and the community. Consultancy activities strengthen the institute's engagement with society, promote innovation-driven problem-solving, enhance the reputation of the institution, and provide opportunities for faculty to expand their practical exposure and professional capabilities.

This Consultancy Policy outlines a structured framework for planning, approval, execution, monitoring, and closure of consultancy assignments. It ensures that all consultancy activities undertaken by MLRIT personnel safeguard the interests of the institution, comply with regulatory norms, and align with the institute's strategic goals in research, innovation, and industry collaboration.

POLICY GUIDELINES

All consultancy activities—whether research, technical, non-research, or advisory—shall be governed by the following institutional principles:

INSTITUTIONAL BENEFIT

Consultancy should bring measurable benefits to MLRIT such as revenue generation, enhanced industry linkage, capacity-building, reputation enhancement, or creation of new research and innovation opportunities.

COMPLIANCE WITH INSTITUTIONAL POLICIES

Consultancy must align with MLRIT's Code of Conduct, Employment Policy, R&D Policy, IPR Policy, and all other regulatory frameworks adopted by the institution.

NO CONFLICT WITH INSTITUTIONAL INTERESTS

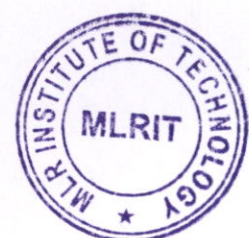
Consultancy engagements must not conflict with institutional operations, academic commitments, or the interests and reputation of MLRIT.

COSTING AND OVERHEADS

All consultancy proposals must include appropriate costing—faculty time, institutional overheads, equipment usage charges, consumables, and administrative expenses—as per the approved MLRIT consultancy financial norms.

FORMAL AGREEMENTS

No consultancy work shall commence without written approval and the execution of a consultancy agreement/undertaking signed by authorized institutional authorities.



TYPES OF CONSULTANCY AT MLRIT

RESEARCH CONSULTANCY

Research Consultancy involves specialized research work, problem-solving, development of prototypes, data analysis, feasibility studies, or application of scientific methods for an external agency. Faculty provide research expertise in return for compensation. These consultancies may arise through tendering, direct requests, collaborative opportunities, or industry partnerships.

NON-RESEARCH / TECHNICAL CONSULTANCY

Non-research consultancy includes,

- Testing and calibration of materials, devices, and components
- Laboratory services such as mechanical, electrical, electronics, or chemical analysis
- Design, simulation, modelling, and technical evaluations
- Surveys, expert reports, certification, and validation
- Short-term training or specialized workshops for industry

These are typically service-based and rely on infrastructure or specialized knowledge available at MLRIT.

PRIVATE CONSULTANCY

MLRIT faculty/staff may undertake private consultancy only with prior permission from the Dean (R&D) and Principal. Private consultancy must satisfy the following,

- It must not interfere with academic duties or institutional commitments.
- Institutional name, infrastructure, equipment, IPR, consumables, tools, administrative resources, or brand identity shall not be used.
- MLRIT shall not be held liable for any outcomes or disputes arising from such consultancy.
- The faculty member must indemnify the institution against all claims or damages resulting from private consultancy.
- Any potential conflict of interest must be declared in writing.

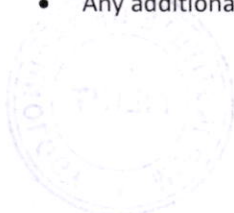
Private consultancy is strictly individual in nature, and no institutional benefits or insurance protections apply.

STAFF ENTITLEMENTS AND TIME ALLOCATION

MLRIT encourages consultancy but ensures that academic commitments remain the top priority.

TIME ALLOCATION

- Faculty may spend up to one working day per week, or a maximum of 48 days per year, on approved consultancy assignments.
- Any additional commitment requires approval from the Principal.



- If consultancy affects academic responsibilities, the institute may reduce or modify the allowable time.

ELIGIBILITY

- All full-time faculty, technical staff, and research personnel are eligible.
- Deans and senior administrators require explicit approval from the Principal/Management.

INSTITUTIONAL BENEFITS FOR APPROVED MLRIT CONSULTANCY

Faculty undertaking approved consultancy projects are entitled to:

- Coverage under institutional professional indemnity and liability insurances (excluding fraudulent or malicious actions).
- Use of institute labs, resources, and administrative support as permitted.
- Access to institutional financial management processes for invoicing, payments, and auditing.
- Permission to use the institutional name, designation, and reputation in connection with the consultancy.

Private consultancy is not eligible for these benefits.

REVENUE SHARING AND OVERHEADS

OVERHEADS

All consultancy assignments must include 10% mandatory overhead charges to support the institute's infrastructure, administrative efforts, and maintenance costs.

REVENUE DISTRIBUTION

After deducting overheads and expenses:

- 80% of the net consultancy revenue is shared among faculty/staff involved.
- 20% is retained by the institution.

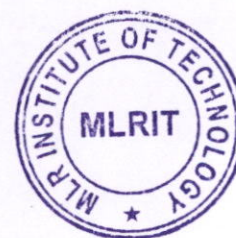
MULTIPLE MEMBERS

If more than one faculty member is involved, the 80% share is divided equally, unless otherwise approved by the department and Dean (R&D) with documented justification.

APPROVAL PROCESS

All consultancy assignments must follow the approval workflow defined by MLRIT:

- Submission of the consultancy proposal through the Department / HoD.
- Scrutiny by the Departmental Research Committee.
- Approval from the Dean (R&D).



- Final authorization by the Principal.
- Formal signing of consultancy agreements/MoUs/undertakings.

VARIATIONS AND EXEMPTIONS

Any reduction in overheads, variation in revenue sharing, or special considerations must be explicitly approved at the proposal stage.

TRANSFER OF CONSULTANCY PROJECTS FROM OTHER INSTITUTIONS

For consultancies transferred into MLRIT:

If the original sanction does not include overheads, MLRIT will not deduct them.

If overheads are permitted in the original budget, they will be applied as per norms.

CONFLICT OF INTEREST

All consultancy engagements must remain free from actual, perceived, or potential conflicts of interest.

Conflicts may arise if:

- The consultancy interferes with teaching, evaluation, or assigned responsibilities.
- The work influences procurement decisions or vendor selection.
- The external agency has commercial relations with MLRIT.
- Faculty use insider knowledge to benefit a private client.
- Faculty must declare all conflicts to the Dean (R&D) and seek resolution before starting the consultancy.

INTELLECTUAL PROPERTY (IPR)

All intellectual property generated during MLRIT consultancy (research or technical) shall be governed by the MLRIT IPR Policy.

Unless otherwise contracted:

- MLRIT retains full or joint ownership of IP generated using institutional resources.
- Licensing, commercialization, and revenue distribution shall follow institutional norms.
- Private consultancy generates no institutional IP.

USE OF INSTITUTIONAL RESOURCES

- All lab usage must follow established safety norms and booking procedures.
- Charges may apply for equipment usage, consumables, software licenses, and manpower.
- Academic activities take priority over consultancy usage.
- Damage to equipment or infrastructure during consultancy shall be the responsibility of the consultant.



FINANCIAL MANAGEMENT

- All project funds shall be routed through MLRIT's Accounts Office.
- Direct personal payments from clients to faculty are strictly prohibited.
- GST, TDS, and other statutory deductions shall be applied as applicable.
- Proper financial records shall be maintained for auditing.

MONITORING, REPORTING, AND PROJECT CLOSURE

- Progress of consultancy assignments may be reviewed by the Dean (R&D) or authorized committees.
- Upon completion, a detailed project closure report must be submitted including,
 - ✓ Deliverables achieved
 - ✓ Financial summary
 - ✓ Resource utilization
 - ✓ Certificates/reports issued
- Documents will be archived as per institutional policy.

SAFETY, LIABILITY, AND RISK MANAGEMENT

All consultancy work involving labs, hazardous materials, industrial visits, or field testing must follow MLRIT's safety protocols.

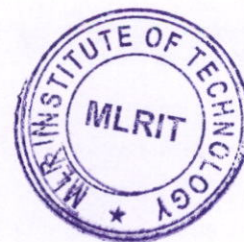
MLRIT is not responsible for risks arising from private consultancy or unapproved engagements.

POLICY REVIEW AND AMENDMENTS

This policy will be reviewed periodically by the Institutional Research Committee and updated based on:

- New regulatory requirements
- Institutional priorities
- Changes in financial norms
- Feedback from departments and stakeholders

Amendments shall be approved by the Principal/Management before implementation.



Annexure I

Standard Operating Procedure (SOP) for Consultancy

MLR Institute of Technology, Hyderabad

The SOP establishes a clear and systematic procedure for initiating, approving, executing, monitoring, documenting, and closing consultancy assignments undertaken by faculty, staff, and departments at MLR Institute of Technology (MLRIT). It ensures uniformity, transparency, compliance, and accountability in all consultancy-related activities.

RESPONSIBILITIES

1. Principal Consultant

- Identify consultancy opportunities
- Prepare proposal and costing
- Execute work as per timelines
- Maintain documentation and prepare completion report

2. Head of the Department (HoD)

- Check feasibility
- Verify resource availability
- Recommend approval

3. Dean R&D

- Review compliance with policy
- Approve technical, administrative, and financial feasibility

4. Principal

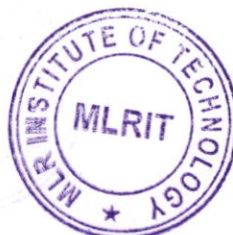
- Final approving authority
- Sign agreements/MoUs as required

5. Accounts Office

- Manage financial transactions, invoicing, payments, and audits

6. Laboratory Staff / Technical Team

- Support equipment usage, testing, and documentation



PROCESS WORKFLOW

Step 1: Identification of Consultancy Opportunity

The consultant may receive enquiries from industry, government bodies, private clients, or through institutional networking.

The consultant must ensure:

- No conflict of interest
- Work aligns with institutional capabilities
- Scope is within available time and resources

Step 2: Initial Discussion & Requirement Assessment

The consultant discusses with the client:

- Nature of work
- Deliverables and expectations
- Timelines
- Infrastructure required
- Estimated manpower and cost

A preliminary feasibility assessment is completed.

Step 3: Preparation of Consultancy Proposal

The Principal Consultant prepares the Consultancy Proposal Form, including:

- Project title and description
- Objectives and methodology
- Deliverables and milestones
- Facilities required (labs, equipment, software)
- Manpower involvement
- Estimated expenditure
- Costing sheet with overheads
- Risk and safety considerations

Step 4: Departmental Review

The proposal is submitted to the HoD, who evaluates:

- Departmental workload
- Equipment availability
- Staff involvement
- Scheduling feasibility



- Safety and resource constraints

The HoD provides recommendation for approval.

Step 5: Review by Dean (R&D)

Dean (R&D) verifies:

- Policy compliance
- Costing accuracy and overheads
- Resource allocation justification
- Conflict of interest declaration
- Appropriateness of timelines and deliverables

The Dean (R&D) forwards the proposal with remarks.

Step 6: Approval by Principal

The Principal reviews the full proposal and may:

- Approve
- Seek clarification
- Reject with justification

No consultancy shall commence without written approval.

Step 7: Signing of Agreement

Upon approval:

- A Consultancy Agreement or Work Order is executed
- The agreement includes: scope, cost, confidentiality, IPR, timelines, and responsibilities
- All parties (MLRIT, client, consultant) sign the document

Step 8: Advance Payment (Optional but Recommended)

As per MLRIT norms:

- Full payment / part payment must be collected before the start of work
- Accounts Office generates invoice and acknowledges receipt

Step 9: Execution of Consultancy Work

Principal Consultant begins work as per the approved plan:

- Conducts testing, analysis, design, training, or research activities
- Utilizes lab facilities by following proper booking procedures



- Ensures safety, documentation, data integrity, and confidentiality
- Maintains logbook of activities and resource usage
- Coordinates with technical staff

Step 10: Documentation & Reporting

During execution:

- Records of tests, observations, measurements, and outcomes shall be maintained
- Draft deliverables must be reviewed and approved internally
- All raw data, analysis sheets, and logs must be stored securely

Step 11: Submission of Deliverables

The consultant provides:

- Final consultancy report / test certificates / design documents / datasets
- Any prototypes or models (if applicable)
- Training or workshop materials (if applicable)
- Client acknowledgment of deliverables is obtained.

Step 12: Financial Settlement

The Accounts Office:

- Collects remaining payments
- Deducts overheads as per policy
- Processes faculty and institutional shares
- Updates financial records for auditing

No financial transactions may occur directly between consultant and client.

Step 13: Submission of Consultancy Completion Report

The Principal Consultant must submit the Consultancy Completion Report Form, including:

- Work completed summary
- Deliverables submitted
- Financial summary
- Challenges faced, if any
- Client feedback

This report is reviewed by HoD and Dean (R&D).

Step 14: Project Closure

Once all documents, payments, and reporting are completed:



- Dean (R&D) recommends closure
- Principal issues official closure approval
- All records are archived digitally and physically

Step 15: Follow-Up and Feedback

MLRIT encourages post-project engagement:

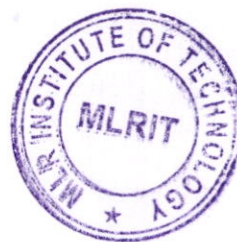
- Collect client feedback
- Explore repeat consultancy opportunities
- Identify potential internship, placement, MoU, or research collaboration areas

COMPLIANCE REQUIREMENTS

- No consultancy shall violate institutional ethics, safety norms, or IPR rules
- All deliverables must maintain accuracy and quality
- Institutional reputation must be safeguarded
- Confidentiality must be strictly maintained

REVIEW OF SOP

This SOP shall be reviewed every three years, or earlier if required, by the Institutional Research Committee and updated with Management approval.



Annexure II
Consultancy Proposal Form
MLR Institute of Technology

A. Basic Information

1. Title of Consultancy Project: _____
2. Type of Consultancy:
 Research Consultancy
 Technical / Non-Research Consultancy
 Testing & Calibration
 Advisory / Expert Services
3. Date of Submission: _____
4. Department: _____

B. Details of Principal Consultant

1. Name: _____
2. Designation: _____
3. Employee ID: _____
4. Email & Phone: _____
5. Number of faculty involved (if any): _____

C. Client / Organization Information

1. Name of Organization: _____
2. Address: _____
3. Contact Person & Designation: _____
4. Email & Phone: _____
5. GST No. (if applicable): _____

D. Scope and Objectives

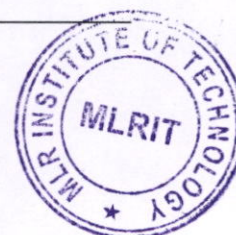
Provide a brief description of the consultancy work, outcomes, deliverables, and timelines:

E. Required Institutional Resources

(Select all that apply)

- Laboratories Equipment Software
 Technical Staff Consumables Space / Facilities

Specify details: _____



F. Duration & Work Plan

Start Date: _____ End Date: _____

Milestones / Phases: _____

G. Costing & Financials

1. Total Project Cost: ₹ _____
2. Overheads (as per policy): ₹ _____
3. Faculty Share (70% of net amount): ₹ _____
4. Institutional Share (30% of net amount): ₹ _____

H. Approvals Required

- HoD
- Dean R&D
- Principal

I. Declarations

I hereby declare that:

1. This consultancy will not affect my academic duties.
2. No conflict of interest exists.
3. Institutional policies on IPR, ethics, and confidentiality will be followed.

Signature of Principal Consultant: _____ Date: _____

Department Recommendation (HoD):

Comments: _____

Signature: _____ Date: _____

Dean (R&D) Approval:

- Approved Not Approved

Remarks: _____

Signature: _____ Date: _____

Principal Approval:

- Approved Not Approved

Signature: _____ Date: _____



Annexure III
Consultancy Agreement Template
MLR Institute of Technology

This Consultancy Agreement ("Agreement") is made on this ____ day of _____, 20____ between:

MLR Institute of Technology, Dundigal, Hyderabad-500043
(Hereinafter referred to as "MLRIT")
AND

(Name of Client / Organization)
(Hereinafter referred to as "Client")

1. Purpose of Agreement

MLRIT agrees to undertake consultancy work titled:

" _____ "
as proposed by the Principal Consultant.

2. Scope of Work

The consultancy shall include the following services:

3. Duration

Start Date: _____

End Date: _____

4. Deliverables

The consultant/team shall provide the following:

5. Financial Terms

1. Total Consultancy Fee: ₹ _____.
2. Payment Schedule:
 - 100% Advance
 - 50% Advance + 50% on Completion
 - Other: _____
3. Overheads and institutional charges apply as per MLRIT policy.

6. Confidentiality

Both parties agree to maintain strict confidentiality of data, documents, and outputs unless mutually agreed in writing.



7. Intellectual Property Rights (IPR)

IP generated through this consultancy shall be owned/jointly owned as per MLRIT IPR Policy unless contractually modified.

8. Use of Institutional Resources

Laboratory, equipment, and infrastructure shall be used strictly with approval and as per booking procedures.

9. Liability and Indemnification

MLRIT shall not be liable for any indirect, consequential, or incidental damages. The Client agrees to indemnify MLRIT for all risks arising during the execution of the consultancy.

10. Termination

Either party may terminate the agreement with a written notice of 15 days. Payments for completed work shall still be applicable.

11. Dispute Resolution

Any disputes shall be resolved through mutual discussion. If unresolved, they shall be referred to the Principal, MLRIT, whose decision shall be final.

12. Signatures

For MLRIT:

Name: _____

Designation: Principal

Signature & Seal: _____

Date: _____

For Client:

Name: _____

Designation: _____

Signature & Seal: _____

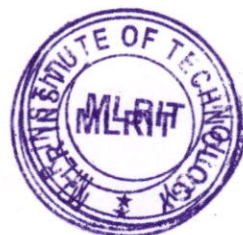
Date: _____

Principal Consultant:

Name: _____

Signature: _____

Date: _____



Annexure IV
Consultancy Completion Report Form
MLR Institute of Technology

A. Basic Details

1. Project Title: _____
2. Consultancy Type:
 Research Consultancy Technical / Non-Research Testing & Calibration
 Advisory / Expert Services
3. Department: _____
4. Date of Project Completion: _____

B. Consultant Information

1. Principal Consultant: _____
2. Co-Consultants (if any): _____
3. Contact Email & Phone: _____

C. Client Information

1. Client Organization: _____
2. Address: _____
3. Contact Person & Designation: _____
4. Email & Phone: _____

D. Scope of Work (as per approved proposal)

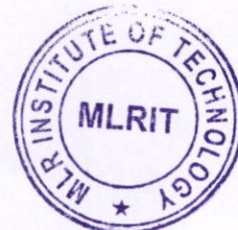
E. Work Undertaken & Methodology

Provide a brief summary of activities performed, tests conducted, analyses executed, or services delivered.

F. Deliverables Submitted

List all reports, certificates, test results, models, prototypes, training sessions, or documents delivered.

- Final Technical Report
- Test / Calibration Certificates
- Design Documents



- Prototype / Model
- Training / Workshop Completion
- Other (specify): _____

Details:

G. Project Outcomes & Impact

Highlight key outcomes, client benefits, industry relevance, or potential collaborations.

H. Resource Utilization Summary

- 1. Labs / Equipment Used: _____
- 2. Consumables Used: _____
- 3. Technical Staff Involved: _____
- 4. Software / Tools Used: _____

I. Financial Summary

- 1. Total Approved Cost: ₹ _____
- 2. Total Expenditure: ₹ _____
- 3. Overheads Deducted: ₹ _____
- 4. Net Amount: ₹ _____
- 5. Faculty Share Distributed: ₹ _____
- 6. Institutional Share: ₹ _____

Attach costing sheet if required.

- Attached

J. Issues / Challenges Faced (if any)

K. Client Feedback Summary

(Attach detailed feedback if available)

- Attached

Key Comments: _____



L. Declaration by Principal Consultant

I hereby declare that the consultancy project titled above is completed in accordance with the approved scope, within the permitted timelines, and all deliverables have been submitted to the client.

Signature: _____ Date: _____

M. Verification & Approvals

HoD Remarks:

Signature: _____ Date: _____

Dean (R&D) Remarks:

Signature: _____ Date: _____

Principal Approval:

- Accepted and Closed
- Requires Further Clarifications

Signature & Seal: _____ Date: _____

