



Consultancy Policy

Preamble

The **Dhanalakshmi Srinivasan Engineering College (DSEC)** was established in 2001 and became autonomous in 2020. The college is recognised by UGC and AICTE and accredited by NAAC and NBA. The college offers 16 UG programmes and 6 PG programmes right now and also promotes a research culture at all three higher educational levels. In this background, the DSEC is on its own way to set a new benchmark in the educational sphere in terms of ‘Teaching and Learning Resources’, ‘Graduation Outcomes’, and ‘Research Activities’ through all possible scientific manners.

The DSEC strongly trusts that ‘**Consultancy Projects and Services**’ play vital roles in the **growth and success of the institution** as the process uncovers experts of the institution in specific fields, seizes opportunities to interact and develop academia – industry relationships, and as well addresses societal challenges. Moreover, **consulting services bring benefits to the institution in many facets**: Specialized Experts, Research Culture, Innovation Thinking, Knowledge Transfer, Problem-Solving Capabilities, Risk Mitigation, Skill Development and Market Insights. In these contexts, the ‘**Research and Development Cell**’ (RDC) of the DSEC has formulated the ‘**Consultancy Policy**’ of the institute, and the policy is also subjected to thorough refinements by the members of the **Academic Council and Governing Bodies** in a systematic and scientific manner. The execution of the ‘Policy contents’ at all possible levels is also effectively monitored by the RDC, and prerequisite updates to the ‘Consultancy Policy’ as

required from time to time are also being properly carried out on a regular basis through the proper channel mentioned above herein.

Objectives, Ethics and Regulations of the Consultancy Policy

1. The 'Consultancy Policy' is mainly meant to outline guidelines to all employees, contractors, and affiliates of the DSEC for engaging in consultancy services. This policy covers both internal consulting services within the DSEC and external consulting services provided to third-party clients.
2. All the 'Consultancy Projects and Services' must be conducted professionally, ethically, and in compliance with the regulations of the DSEC and applicable laws of the government.
3. The faculty members who are interested in engaging consultancy services must get prior approval by submitting a duly filled 'Consultant Recognition' application along with required documents to the RDC of the DSEC and must also enroll their names in the 'Consultant Register' maintained by the RDC.
4. In general, consultancy refers to the provision of professional advice and specialized technical design and services. The consulting services may include strategic planning, project management, project design, project execution, technical advice, hands-on training, data analysis, and so on (the RDC of the DSEC defines from time to time as per the scientific merits and requirements).
5. Consultants must strictly adhere to the 'Quality Assurance' (QA) prescribed by the RDC, DSEC. The QA broadly covers consultant activities such as Agreements, Project Reports, Periodic Reviews, Evaluation Processes, Feedback Collections, Working Models, Fund Transactions and any other relevant materials, and the documentation of the materials should be properly managed and stored according to the RDC, DSEC. Internal audits will be conducted every year to ensure adherence to this QA policy by the RDC, DSEC.

6. The consultants must disclose potential 'Conflicts of interests' to the RDC in time. The RDC will assess the 'Conflicts of Interests' on a case-by-case basis by taking into consideration various scientific measures.
7. Fees for the Consultancy Services should be determined based on the level of expertise required, the complexity of the project, and mutual understanding among the RDC of the DSEC, the beneficiary, and the DSEC consultants.
8. Both the Consultants and Beneficiaries must adhere to the 'Financial and Accounting Policies' of the DSEC Management. The generation of invoices and financial transactions for the consultancy services rendered must be promptly reported to the 'Financial Section' of the DSEC Management through the RDC.
9. Intellectual property (IP) developed during the course of consulting services should be dealt with in accordance with the relevant regulations of the contractual agreement. Applicants and inventors of the IP should be declared on the basis of mutual agreement among the DSEC Management, DSEC Consultant and Clients.