

Thiagarajar College of Engineering,

Madurai-625015

Remuneration Policy for Consultancy, Testing

19.11.24

Consultancy and Testing Revenue Distribution

- **Consultancy Charges:** Consultancy projects charges will be **shared equally (50:50)** between the college and the faculty members.
- **Testing Charges:** Testing projects charges will be **shared as 75% for the college and 25% for the faculty members** involved.

Special Cases of Consultancy and Remuneration Adjustments

In special cases of consultancy that require a **change in the standard remuneration structure**, faculty members **must obtain explicit approval from the chairman**

Distribution Among Faculty Involved

- **Internal Distribution:** Faculty members may allocate a portion of their share in the consultancy and testing charges to the teaching and non-teaching staff who have directly involved in the work. The share of the remuneration can be distributed **in proportion to the quantum of contribution made by each member involved**. Remuneration is no need to be shared with the Principal, HoD or office staff.
- **Referral Remuneration:** Teaching faculty who refer consultancy projects to the college are eligible to receive **3% of the consultancy charges** as a referral incentive, with a maximum cap of **Rs.50,000 per project**.
- **Documentation and Approval:** The lead faculty should document the distribution of their earnings for each project and, if required, submit it for review and approval by the HoD.

Classification of Projects

- The Head of the Department must certify whether a project received from the client qualifies as a consultancy or testing project before any work is undertaken

Leave

- **On-Duty Leave for Outside Projects:** Faculty members who undertake consultancy and testing work outside the college premises during working days **are not eligible for on-duty leave**

Permission and Out-Pass Requirement

- Faculty members engaged in testing work outside the college must obtain the necessary **permission from their department** and an **out pass from the college administration** for each occasion. If any equipment is to be taken for testing outside, an additional **out pass for the equipment** must also be obtained from both the department and college administration.

Time Commitment and Academic Responsibilities

- **Prioritizing Academic Duties:** Consultancy work should not interfere with the faculty's primary academic responsibilities. Faculty members are expected to balance consultancy activities with their teaching, research, and administrative duties.

Reporting and Accountability

Project Reporting Requirement: For each consultancy or testing project, faculty must obtain **approval from the chairman** prior to starting the project. Upon completion, the lead faculty member must submit a **comprehensive project report** to the Dean of Industry-Institute Interaction. This report should include the following documentation to ensure transparency and proper record-keeping

- **Client Correspondence:** An official email or letter from the client detailing the specific **requirements for consultancy or testing** as agreed upon.
- **Chairman Approval:** chairman's approval for the project prior to the execution of any consultancy or testing work.
- **Project Outcome Summary:** A brief overview of the project's objectives, achievements, and outcomes.
- **Client Correspondence:** An official email or confirmation from the client company verifying the completion of the project.
- **Work category:** The HoD should certify that the corresponding work given by the client is a consultancy or testing work
- **Invoice Copy:** A copy of the final invoice sent to the client
- **Settlement Details:** Documentation of the **settlement of the consultancy charges by the client to the college**, including payment receipts and any relevant bank transaction details
- **Financial Summary:** A detailed financial breakdown, including revenue generated, expenses, and final earnings distribution



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