

# Federal Institute of Science and Technology (FISAT)<sup>®</sup>



## Policy on Consultancy / External Projects



Hormis Nagar, Mookkannoor P.O.  
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An ISO9001:2015 Certified Institution  
Accredited by NBA (CSE, EEE, ECE, EIE, ME)  
& NAAC with 'A' Grade



Focus on Excellence

## Policy on Consultancy and External Projects

The expertise of the Federal Institute of Science and Technology (FISAT) staff members in various domains are utilized to provide inputs of interest to industry and other organizations. Staff members of the institution engaging in any consultancy or other external services follow the guidelines indicated:

- Consultancy and external project work can be taken up only with the Principal's permission after approval from the management.
- Staff members can take up only consultancy projects/tasks elsewhere so that such engagements do not affect the reputation and standing of the institute or create any obligations or commitments to the institute at any stage.
- The staff member/department/section that takes up the consultancy/project work should submit details like the nature of work, requirements, the number of staff involved, and the consultancy amount. If travel is involved, the TA/DA shall be in addition to the consultancy amount.
- If found good, heads of departments shall study the proposed consultancy project/task and recommend it to the Principal for permission.
- Upon approval, the client has to be informed, and if they are ready to accept the terms, they shall enter into a formal agreement to execute the work.
- For the smooth conduct of the work, inform all concerned persons like security personnel, Public Relations Officer, Reception, Canteen, Account section, Water and Power sections through official communication.
- The coordinator should periodically submit the progress of the work and the details of staff and their involvement in the project
- All payments should be received only in the name of the institution
- The primary responsibility for the work will be with the faculty in charge, and the secondary responsibility with the Head of the Department.
- The statement of expenditure and utilization certificate should be prepared at the end of every financial year by the competent designated authority if required
- After completion of the project, the faculty in charge should submit a final report along with a statement of expenditure and utilization, countersigned by the Head of Department and the Principal, to the funding agency along with a copy to the department/IQAC
- Consultancy/project assignments shall be implemented without adversely affecting the ongoing academic, research, and related activities
- The remuneration received from the consultancy Project/task shall be directly routed to the institute, which shall be shared among the concerned member of faculty (70%), and FISAT (30%) with the approval of the Principal.



*M. S. S.*

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