



Ambalika Institute of Management and Technology

Mohanlalganj, Lucknow

Consultancy Policy

1. Introduction

The Consultancy Policy of Ambalika Institute of Management and Technology is established to define the guidelines and procedures for engaging in consultancy activities by faculty members, researchers and experts associated with the college. This policy aims to encourage and support consultancy projects that leverage the expertise and knowledge within the college to address real-world challenges and contribute to the socio-economic development of industries and organizations.

2. Objectives

The objectives of the Consultancy Policy are as follows:

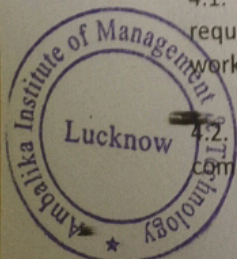
- 2.1. Encourage faculty members, researchers and experts to engage in consultancy projects that contribute to the practical application of their expertise.
- 2.2. Facilitate collaborations between the college and industries, government agencies and other organizations for consultancy purposes.
- 2.3. Establish a transparent and efficient process for initiating, executing and monitoring consultancy projects.
- 2.4. Ensure compliance with ethical standards, intellectual property rights and confidentiality requirements.
- 2.5. Promote the dissemination of consultancy outcomes and foster knowledge transfer between academia and the industry.

3. Types of Consultancy

- 3.1. Expert Consultancy: Individual faculty members or experts may provide expert consultancy services based on their specialized knowledge and experience in a particular field. These consultancies may include providing advice, conducting research, feasibility studies, technical evaluations, or training programs.
- 3.2. Institutional Consultancy: The College may engage in consultancy projects as an institution, utilizing the collective expertise and resources available within its departments, research centers, or institutes. Institutional consultancies may involve collaborative research, development of prototypes, process optimization, policy formulation, or strategic planning.

4. Consultancy Process

- 4.1. Project Proposal: Individuals or teams interested in undertaking a consultancy project will be required to submit a detailed project proposal. The proposal should include project objectives, scope of work, deliverables, timeline, estimated resources and financial considerations.
- 4.2. Approval and Contracting: The project proposal will undergo a review process by a designated committee. If the proposal is deemed viable and aligns with the college's objectives, a consultancy



contract will be drafted and signed by both parties, clearly outlining the terms and conditions of the consultancy engagement.

4.3. Resource Allocation: The college will allocate necessary resources, such as infrastructure, equipment, facilities and technical support, based on the requirements of the consultancy project. Adequate budgetary provisions will be made to cover project-related expenses, including personnel, materials and travel, as applicable.

4.4. Execution and Monitoring: The consultancy project will be executed according to the agreed-upon timeline and deliverables. Regular monitoring and progress reporting will be carried out to ensure that the project is on track and meeting the client's expectations. Any necessary modifications or adjustments will be addressed promptly.

4.5. Intellectual Property and Confidentiality: Intellectual property rights and confidentiality agreements will be established to protect the interests of both the college and the client. Any intellectual property generated as a result of the consultancy project will be governed by separate agreements, specifying ownership, licensing and usage rights.

4.6. Evaluation and Closure: At the completion of the consultancy project, a final report or deliverable will be submitted to the client, highlighting the outcomes, recommendations and potential areas for future collaboration. Feedback and evaluations from the client will be obtained to assess the quality and impact of the consultancy engagement.

5. Financial Considerations

5.1. Fee Structure: The college will establish a fee structure for consultancy services, taking into account factors such as the complexity of the project, the level of expertise required, the time and resources invested and market rates. The fee structure will be communicated to clients in a transparent manner.

5.2. Revenue Sharing: The college may implement a revenue-sharing mechanism where a portion of the consultancy fees received will be allocated to the faculty member or team involved in the project, incentivizing their engagement and rewarding their contributions.

6. Ethical Considerations

6.1. Conflict of Interest: Faculty members and researchers involved in consultancy projects should adhere to ethical standards and avoid conflicts of interest that may compromise the integrity, objectivity, or impartiality of the project.

6.2. Non-Disclosure and Confidentiality: The college and its representatives will maintain strict confidentiality regarding sensitive information obtained during the consultancy engagement. Non-disclosure agreements may be required to protect the client's proprietary information.

7. Policy Implementation and Review

7.1. Implementation: The implementation of the Consultancy Policy will be the responsibility of a designated committee or office within the college. This body will oversee the review, approval and monitoring of consultancy projects, ensuring compliance with the policy guidelines.

7.2. Review: The Consultancy Policy will be periodically reviewed to evaluate its effectiveness, address any emerging challenges and incorporate best practices in the field of consultancy.

8. Conclusion

The Consultancy Policy of Ambalika Institute of Management and Technology aims to promote and facilitate consultancy engagements that leverage the expertise and knowledge within the college for the benefit of industries, organizations and society. By establishing a transparent and efficient process, we strive to foster collaboration, drive innovation and contribute to the economic development of our stakeholder.

