



Thiagarajar College of Engineering

(A Govt. Aided ISO 9001 : 2008 Certified Autonomous Institution Affiliated to Anna University)

Madurai – 625015.

Standard Operating Procedure

1. Receiving of Consultancy / Testing Service request letter
2. Assigning of Consultancy / Testing service work to Faculty Member/s
3. Communication of Consultancy & testing Charges
4. For On-site work, the Client has to make necessary arrangements for Transport and Stay at their own expense.
5. Collection of Consultancy & Testing service
6. Signing of Non-disclosure Agreement if specifically required
7. Preparations of Job order for the service work
8. Enter the Details of the service work in Entry register
9. Execution of Work by the Faculty/ supporting staff.
10. Communicate the status of work completion to the client.
11. Verify the Consultancy / Testing Service charges paid.
12. Issue of Consultancy & testing Report
13. Entry of Consultancy and Testing Service work details in the Consultancy & testing Register in the TCENET
14. Issue of remuneration for the Faculty & Supporting Staff