



Consultancy Policy

Promotes Consultancy Activities

POLICY No: APN/ 2022/3.4.2

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Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

M2: To impart skill based education to meet the needs of industry and Society

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social & ethical values among the students

Quality Policy

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.



1. Introduction:

In the light of requirements of National Education Policy the institute has planned to go with the sponsored interdisciplinary research projects, industrial consultancy projects and routine testing projects for extending the benefits of R&D activities at the institute. Therefore, as a matter of policy, the institute encourages its faculty members to undertake research and consultancy work as a measure of technical collaboration with outside agencies. Appropriate research and consultancy project will benefit the concerned faculty member and the institute in turn in several ways. It will enrich the professional experience and knowledge of the faculty members and make them better educators. Through research and consultancy work faculty members can get an opportunity to apply their ideas for finding the solutions to the problems in the emerging areas. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.

2. Consultancy Cell

The Consultancy cell comprises of faculty members from various departments in the institute. This committee oversees the smooth and efficient coordination of R&D and Consultancy activities in the institute, thus fostering overall growth.

A senior faculty heads this cell in the capacity of Dean (R&D, Consultancy, Industry Institute Interaction), well supported by HoDs; with the Principal providing advisory support. The faculty members that constitute the consultancy Cell are,

| | | |
|---|---------------------------------------|------------------|
| 1 | Principal | Chairman |
| 2 | Dean (Consultancy) | Member Secretary |
| 3 | Dean (Industry Institute Interaction) | Member |
| 4 | Head (Civil Engg.) | Member |
| 5 | Head (E&TC Engg.) | Member |
| 6 | Head (Mechanical Engg.) | Member |
| 7 | Head (Computer Engg.) | Member |
| 8 | Head (Automobile Engg.) | Member |
| 9 | IQAC Coordinator | Member |



| | | |
|----|---------------------------|--------|
| 10 | Faculty (Civil Engg.) | Member |
| 11 | Faculty (Computer Engg.) | Member |
| 12 | Faculty (E&TC Engg.) | Member |
| 13 | Faculty (Mechanical Engg) | Member |
| 14 | Faculty (Automobile Engg) | Member |
| 15 | Faculty (Engg Sciences) | Member |

2.1 Roles and responsibilities of members

2.1.1 Principal

To provide infrastructure support from the available resources as per the requirement of each department/outside agencies/outside organization.

2.1.2 Dean Consultancy

2.1.2.1 To guide, promote and encourage the consultancy activity across all departments.

2.1.2.2 To coordinate the consultancy activities across all departments.

2.1.3 Dean (III)

2.1.3.1 Interact with industries and check possibilities of consultancy work.

2.1.3.2 In case of any possibility of consultancy work, it shall be communicated to dean Consultancy.

2.1.4 HoD

2.1.4.1 To establish consultancy cell at the department

2.1.4.2 To identify the areas of expertise of the faculties

2.1.4.3 To motivate and encourage the faculties for consultancy as per their area of expertise.

2.1.4.4 To establish linkages with industries and strive for consultancy work with the help of each faculty.

2.1.5 R&D and Consultancy Coordinator

2.1.5.1 Coordinate the R&D and consultancy activity at the department

2.1.5.2 To submit a report of activities every monthly to dean consultancy through HoD



3. Aims and objective

- 3.1 To devise and implement a mechanism for consultancy activities to meet institutional needs and inculcate the culture of consultancy among the faculties.
- 3.2 To devise and implement a mechanism for generation of funds through consultancy across all departments.
- 3.3 To initiate MoUs with different agencies for consultancy.

4. Definitions

- 4.1 Projects implies sponsored research projects or industrial consultancy projects or routine testing projects.
- 4.2 Consultancy project means consultancy assignments/jobs given by outside agency to a faculty of the institute for work within mutually agreed scope.
- 4.3 Routine Testing Project implies those testing works where the rates are fixed by the department.
- 4.4 Sponsorer means the organization that offers a project to the Institute and provides necessary financial support for successful completion of projects in time.
- 4.5 Principal Investigator (PI) / Co-Principal Investigator (Co-PI) is a member of the faculty of the institute with necessary expertise and competence to conduct a Research and consultancy work.
- 4.6 Consultant is an individual or government/public sector undertaking/government company engaged for a specific period to carry out specific job.
- 4.4 Project staff means a person appointed in conformity with the guidelines to work on a project.

5. General

5.1 Taking up projects

Individual department shall take up projects duly recommended by the concerned head of the department after taking approval of the Dean (Consultancy)/ Dean (R&D). All funds in



connection with projects should be received in the name of institute. The accounts of projects will be maintained by the account section of the institute.

5.2 Norms for project initiation and management are as follows.

5.2.1 The institute staff may be treated on duty for work related to sponsored research and industrial consultancy projects.

5.2.2 Reports and data collected/Originated out of projects are the joint intellectual property of the sponsorer and the investigators, which can be used by the sponsorer for its own use only.

5.2.3 The report of the sponsored research and industrial consultancy projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.

6. Manpower

6.1 Project Staff

The PI may appoint contractual project staff if required and such staff shall execute a contract agreement with the Institute.

6.2 Student Assistant

The PI may engage institute students as student assistants for the project work whose remuneration (if required) shall be decided by the institute time to time.

6.3 Consultants:

The PI may, with the prior approval of Dean (consultancy) under intimation to the office of principal may avail the services of individual. However, the amount payable to consultant (s) from his/her share shall be limited to 40% of the /Co-PI share amount in consultancy project.

7. Travel

Expenses on local travel, with prior permission, can be reimbursed as per the rule of institute.

8. Finance and accounts

A separate account head shall be maintained for each project by the account section of the



institute. The account section shall be responsible for the submission of audited statement of accounts as and when required by the sponsorer and utilization certificate.

9. Distribution of Revenue

The share of the institute against consultancy shall be transferred into the account of institute for consultancy.

Distribution of Institute Share

| Sr. No. | Particulars | Share |
|--|---|-----------------------------|
| 1 | Total amount of Consultancy Project/Routine Testing Project | A |
| 2 | Expenses incurred for required equipment, material Charges/Shifting, TA/DA etc. | B |
| 3 | Net revenue generated | C=A-B (100%) |
| 4 | Institute Share | D= 40% (of C) including GST |
| 5 | Share of Department | E=60% (of C) |
| Following are the percentage proposed for the distribution of 100 % amount 'E' of concerned department | | |
| 6 | Principal | 6% |
| 7 | Head of Department | 5% |
| 8 | Dean Consultancy | 4% |
| Faculties/PI/Co-PI who carry out the sponsored research project / Consultancy Project/Routine Testing Project (Distribution of 85% of E) | | |
| 9.a) Consultancy Project | | |
| i) | Senior Expert-1 | 40% |
| ii) | Senior Expert-2 | 22% |
| iii) | Junior Expert | 9% |
| iv) | Laboratory Assistant | 2% |
| v) | Overheads | 5% |
| vi) | Contingencies / Miscellaneous | 7% |
| 9. b) Routine Testing Project | | |
| i) | Faculties carrying out the tests and preparing reports | 30% |
| ii) | Assistant Faculties involved | 15% |
| iii) | Laboratory Assistant involved in Testing | 7% |
| iv) | Laboratory Attendants (if involved) | 2% |
| v) | Calibration/Maintenance and overhead | 24% |
| vi) | Contingencies / Miscellaneous | 7% |



6. Policy Details:


| | |
|-----------------------|----------------------------|
| Policy Name | Consultancy Policy |
| Policy Number | APN/ 2022 /3.4.2 |
| Version Number | 3.4.2 |
| Effective Date | 1 October 2022 |
| Policy drafted by | Consultancy Cell |
| Policy Applies to | Faculties of the Institute |
| Approved by | Management |
| Responsible Authority | Consultancy Cell |
| Superseding Authority | Principal |
| Date of last revision | 27 September 2022 |
| References | - |

| Version History | | | | |
|-----------------|-------------------|---------------|---------------------------------|----------------|
| Version | Approved By | Revision Date | Description of change | Author |
| 3.4.2 | Dr. Sushant Patil | 15/09/22 | Reformatted for Standardization | Dr. S. M. Koli |
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Prepared by
Dean Consultancy


Reviewed by
Principal/IQAC


Recommended by
Director-TC


Approved by
Trustee

