

CONSULTANCY PROMOTION POLICY

Category	Consultancy and Extension Services
Approved by	College Academic Council
Approval date	xx-xx-2014
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Policy sponsor	Coordinator, Center for Research and Innovation
Policy administrator	Head of Departments
Version	1.0

Purpose

KSRM College of Engineering (College) has a perfect match of expertise and facilities for executing industrial consultancy projects. The departments and research centers have faculty with varied expertise in wide ranging areas of specialization. The laboratories have modern equipment to conduct standardised tests. Over the past years the College has served a large number of clients including central, state, public and private sector agencies and industries. The purpose of this policy is to establish procedures for promoting and conducting consultancy projects

Scope and Limits

This policy applies to all persons participating and conducting consultancy and extension activities under the auspices of the College

Policy Statements

1. Objectives:

- a. Promoting industry-institute relationships through consultancy projects
- b. Identify and provide technology solutions to local needs
- c. Provide access to modern lab facilities, expertise and technology available in College to local industries/agencies
- d. Dissemination of information through workshops/seminars on current trends and research
- e. Commercialization and monetization of intellectual assets

2. Consultancy Procedures:

a. Categorization:

- i. Standard Consultancy Services: These are assignments that can be executed readily utilizing the professional knowledge and expertise of the faculty and facilities of the Colleges, including standardised engineering tests, analysis and design jobs
- ii. Consultant Services: These are assignments where an agency enlists faculty as consultants any aspect of interest for a specific duration. An MoU shall be made between College and the

agency towards fulfilling the requirements of job. The MoU shall describe scope of work, tenure and the fees

- iii. Project Consultancy Services: These are project-level assignments where a team of faculty work on the job. An MoU shall be made between College and the agency towards fulfilling the requirements of job. The MoU shall describe scope of work, timelines and the fees

b. **Administration Procedures:**

- i. As of now, the consultancy activity shall be managed at department level by its corresponding Head of Department
- ii. Each department shall have its set up for consultancy activities
- iii. Departments only are authorized to accept consultancy assignments. Individuals shall not take assignments directly
- iv. Head of Department shall allocate consultancy works to faculty of corresponding department following a transparent procedure
- v. Departments shall maintain records of consultancy jobs including technical and financial records

c. **Financial Procedures:**

- i. Departments are authorized to publish catalogue of standardised tests and consulting fees. The College Academic Council shall approve the fees
- ii. Consulting fees shall be charged based on type of job. For Standard Consultancy Services, the catalogue rates shall be applicable. For Consultant and Project Consultancy Services, the fees shall be as per MoU of the job
- iii. Departments are authorized to meet essential expenses from consultancy fees. Record of all expenses shall be maintained

d. **Income Distribution Procedures:**

- i. Income from consulting fees shall be distributed among all participants including College, management, faculty and staff
- ii. Income shall be distributed at every six month intervals starting from January of every year
- iii. For Standard Consultancy Services, the income shall be distributed as follows:
 - 1. Expenses shall be deducted to arrive at net distributable income
 - 2. Net distributable income is shared among participants as:

Entity/Person	Share (Percentage)
College	25
Management	12
Director	5
Principal	7
Head of Department	10
Concerned Faculty	20
Lab Technician	10
Department Office Staff	6
College Office Staff	5
Total	100

- iv. For Consultant and Project Consultancy Services, the income shall be distributed as follows:
1. Expenses shall be deducted to arrive at net distributable income
 2. Net distributable income is shared among participants as:

Entity/Person	Share (Percentage)
College	30
Concerned Faculty	70
Total	100

- v. Head of Departments shall produce income-expenditure statements along with statement of income distribution
3. **Review and Feedback:** Coordinator, CRI, will propose modifications and improvements to this policy document based on experiences, and feedback from stakeholders and others. College Academic Council will review the proposed modifications and incorporate them into the policy. Any questions and feedback may be directed to cri@ksrmce.ac.in