



G. H. Raisoni College of Engineering and Management

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Consultancy Policy

1. Introduction

In the light of changing economic scenario, government policies and institute priorities, the Institute considers consultancy projects as an important means for extending benefit of scientific research work at the institute to the sponsoring agencies broadening the experience base of the institute community and as a tool for contributing to the country's industrial and economic growth.

Therefore, as a matter of policy, the institute encourages its faculty members to undertake consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate consultancy projects, in addition, for providing much needed service to the industry, also benefit the concerned faculty members and the Institute in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators.

Consultancy projects provide a firsthand knowledge of the current problems of industry, which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their innovative ideas to practical situations. Furthermore, the consultancy work provides incentives to all categories of staff for their contribution.

2. Project Initiation and Management

2.1 Each consultancy project will have a Principal Investigator (PI) who will be a faculty member in the service of the Institute and who will be responsible for

- (i) Formulating the project proposal which may include
 - (a) Planning of the work to be done.
 - (b) Estimating costs according to the guidelines provided
 - (c) If necessary, identifying other Investigators, who shall also be faculty member/s in the service of the institute.

- (d) In case of joint work, the other investigators may be from other departments/organizations
- (ii) Co- ordination and execution of work,
- (iii) Handling all communications with the clients.
- (iv) Writing of intermediate and final reports according to the project proposal.
- (v) Making recommendations to the Dean (R & D) regarding expenditure from the Project and remuneration to be paid to faculty, staff and students.
- (vi) Payment of appropriate expenses and remuneration.
- (vii) Maintenance and auditing of accounts.
- (viii) Payment of appropriate taxes and record of receipts.
- (ix) Preparation of the memorandum of Understanding (MoU) or Agreement and getting it signed by appropriate signatories.

3. COMPELETION / CLOSURE OF PROJECT

3.1 The distribution of Consultancy fee should be completed within 3 months from the closure of the project.

3.2 For ongoing projects, a part distribution of consultancy fee may be permitted subject to the condition that the total distribution does not exceed 50% of the estimated distribution amount and that the amount of distribution is commensurate with the work completed.

3.3 A project is normally expected to be closed soon after the date of completion as stipulated in the original Project proposal, unless extension has been sought and granted by appropriate authorities. For all the projects, which are not closed by the PI as expected, the HOD with approval from Dean (R & D) office will take action for project closure at the end of the financial year in which the stipulated date of completion falls.

3.4 In case the PI leaves the project unfinished/incomplete, an appropriate action should be initiated by HOD in consultation with Dean(R&D) and Director.

3.5 All stock registers pertaining to projects will be deposited in the departmental office when the concerned projects are completed and closed.

4. LIMITATION

It is expected that Institute will accept only those Consultancy projects, which provide challenge befitting professional and academic competence of the faculty members.

5. PUBLICATIONS OF RESULTS: PI will have the right to publish the work carried out by him unless the sponsors have an agreement under which their prior permission is required. Such agreement may be done a priori by both the parties concerned.

6. IPR Protection: The work which can result into potential IPR and proceedings thereafter, shall be the joint right of institute and concerned party. The work can be registered on the individual's name, however, rights would be reserved with the institute.

7. The institute has a structured, revenue sharing policy for consultancy..

The revenue generated out of consultancy shall be distributed among the concerned faculty and the supporting staff along with the share of the college as may be approved by the GB/BOM from time to time.

The tentative distribution of the revenue generated out of consultancy shall be as given below.

- **The College** - **35%**
- **Director** - **2%**
- **H.O.D.** - **3%**
- **Departmental consultancy incharge** - **3%**
- **Faculty** - **50%**
- **Lab Assistant** - **4%**
- **Lab Attendant** - **2%**
- **Accountant** - **1%**
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