

Consultancy Policy

JIS College of Engineering

Consultancy Programme

The members of the academic staff of the university should be permitted to engage themselves in Consultancy practice to such extent, which does not interfere with the discharge of their duties. The reasons being:

Many departments offers expertise and a host of specialized facilities which can be used by academia and industry and is of mutual benefit. In addition it gives recognition to the Institute.

Consultancy/Sponsored Research projects provide enrichment of the experience and knowledge through interacting in the professional sphere. The Academics also get a chance of experimenting under actual service conditions.

Consultancy also provides an opportunity to students to see the sphere of their chosen profession.

Rules

- All Consultancy would be the consultancy of JIS College of Engineering. However, the consultancy Projects can be categorized as

I. Routine Consultancy

II. Research Consultancy

- Individual consultancy would be through respective Head of the Department.
- A detailed project proposal will be needed to be prepared in the Performa given in Annexure I. The costing of the project must give details of the following :

(i) Cost of equipment, material & books:

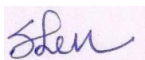
The estimated cost of equipment and/or books to be procured for the project is needed to be given explicitly. The purchase will be regulated in accordance with the purchase rules and the items purchased will be the property of the Department after completion of the project.

The cost has to be given under following heads :

(a) Equipment/spares/accessories

(b) Consumables

(c) Books



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The total cost should be limited to 20% of the total value of the Consultancy.

(ii) The Overhead for the use of departmental infrastructure :

The overheads include use of laboratory space electricity, water and computing facilities (if needed). This cost also includes any infrastructural built up if needed. This overhead must be 20% of the total Consultancy charge.

(iii) The Institute's overhead :

A fixed amount of 10% of the total Consultancy charge is kept for using Institute's facilities, for book keeping and auditing the accounts and for using any central facilities outside the department it needed.

(iv) Travel :

The travel expenses are to be borne by the Client directly. If no rates are settled then in the project proposal travel needs to be included and estimated costs need be given for actual national/International travel. The payment will be made as per Institute's rules under the head TA/DA.

(v) Contingent expenses :

An estimated cost for Contingent expenses (postal expenses, fax, telephone, stationery etc.) not exceeding 10% of the total project cost can be included.

(vi) Fee for Scientific/Technical Advice :

If needed such fee can be charged by external experts not exceeding 10% of the total Consultancy charge.

(vii) Remuneration :

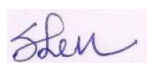
Remuneration is to be paid either as honoraria or as charges for working on project to Principal Investigator and his/her team up to 60% of the total Consultancy charges. Honoraria may also include Administrative staff in the Department for handling Consultancy up to a limit of 15% of the total Consultancy charge.

Guidelines for Industry Collaboration:

The Institute shall actively seek collaboration with major Industry players. All such proposals will require approval of the Principal, in consultation with Dean/H.O.D., based on whether the proposed collaboration would be in the interest of the Institute in the long run.

• The total Consultancy charges shall be shared as follows :

(i) Honorarium to Consultants & Other staff members/Students : 60%
(maxm)



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(ii) Overhead for the use of Institutes infrastructure : 30% (maxm)

(iii) Overhead expenses for the use of Institute's facilities : 20% (maxm)

(i) Honorarium/Remuneration to Consultants & Other Staff members/Students :

Honorarium/Remuneration will be paid to Consultants and other staff members/students for technicals as well as administrative help in carrying out the Consultancy work. A written break up has to be prepared in Consultation with Dean, as to how the 60% (maxm) of the total value is to be shared among various contributors:

- Principal Investigator
- Other faculty Members
- Technical staff directly involved
- Students, if involved
- Administrative staff
- Fee for Scientific/Technical advise

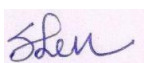
Needless to say that in any case the total estimated cost under the heads from (i) to (vii) can not exceed the total Consultancy charge.

- No ceiling limit is laid down with regards to the total amount of the Consultancy charge. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff has to work in addition to their duties.

- The Consultant / Principal Investigator / H.O.D. will directly deal with the client in all matters regarding the Consultancy job.

- A certificate from the client that the work has been completed satisfactorily is not required except in controversial case. In case the client is not satisfied, it lies on the Consultant to satisfy the client or ask the Vidyapith to refund the charges to the client as per the agreement.

- At the end of the every financial year the Consultant must submit Utilization Report of the Consultancy fund made in the year (Performa given in Annexure-II) and after completion a Consolidated Budget Statement needs to be submitted to the Account (as per Performa given in Annexure-III).



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