

**INDUSTRIAL CONSULTANCY POLICY**

**OF**

**K. K. WAGH INSTITUTE OF ENGINEERING AND REASERCH  
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## 1. PREAMBLE

In the light of changing economic scenario, government policies and Institute priorities, the Institute considers industrial 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 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. The institution renders consultancy services to government/non-government organization/community/public, which benefits 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 and the emerging area which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.

## 2 DEFINITIONS

**2.1 Institute** means K.K.Wagh Institute of Engineering Education and Research, Nashik

**2.2 Department** means all the academic departments of Institute

**2.3 Principal** means head of the Institute

**2.4 Consultancy Project** means consultancy assignment/job given by outside agency to a faculty of the Institute for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the Institute (i.e. Principal) which may be taken up as a Consultancy Project by faculty

**2.5 Routine Testing project** implies those testing works where the rates are fixed by the department. The concerned Head of the Department will be the Principal Investigator

**2.6 Sponsor** means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time

**2.7 Project Monitoring Committee:** Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects.

## 3. GENERAL

**3.1** The institution publicizes the expertise available for consultancy services in the form of brochure which is circulated to industries during industrial visits and industrial exhibition held at various places.

**3.2** Individuals or Departments shall take up projects after taking approval of the Principal through the Head of the concerned Department.

**3.3** The time spent by a faculty/scientist on Consultancy Project will not exceed one day per working fortnight plus one day during week end, thus a total of 52 man days during the calendar year.

**3.4** Consultancy project from any sponsor can be taken up for any amount depending upon the nature of work For consultation work involving only site visit or personal discussion , the charges will be decided on the location and grade of staff involved.

**3.5** Institute staff may be granted project leave up to 15 days during a calendar year for work related to industrial consultancy Projects, in addition to the special casual leave available as per Institute norms.

**3.6** Report(s) and data collected/ originated out of project are the joint Intellectual Property of the sponsor and the investigators which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the Project Co-ordinator.

**3.7** The report of the industrial consultancy projects will be kept by Project Co-ordinator 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.

**3.8** If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Principal, on the recommendation of head of department may prohibit the concerned staff member to take part in any new project either as Principal Investigator or investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.

**3.9** All purchases under projects shall be made as per institute norms. In case of equipment which is to be carried outside, the same should be insured before they are taken out.

**3.10** Faculty may accept honorary membership of board of directors of companies with the condition that there will not be any direct involvement of the faculty in concerned industry/company and such membership in the respective expertise is limited to five membership.

#### **4. STUDENT ASSISTANTS**

The Principal Investigator may engage Institute Students (who may or may not be getting fellowship/ assistantship) as student assistants for the project work (if necessary). The payment for such engagement shall be limited to Rs 8000/- per month for UG and PG students, Rs 18000/- per month for Ph. D. students.

#### **5. TRAVEL**

**5.1** The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. Admissible DA or actual boarding & lodging expenses will be paid on production of receipt, subject to a maximum of twice the daily gross salary at the ceiling of the person's pay scale. Expenses on local travel by taxi will be reimbursed against receipt as per actual. Approval for domestic travel shall be accorded by Project Co-ordinator including for self subject to leave approved by the competent authority. Faculty and Group-A Officer are allowed to travel by AC taxi. Advance for travel will be approved by the Principal. Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible from project funds. However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

**5.2** Approval of Principal/President K.K.Wagh Education Society will be required for all international travels as per the policy of institute.

#### **6. USE OF EQUIPMENT**

The institute will purchase necessary equipment for carrying out the testing/consultancy work. It will be the responsibility of the project co-ordinator to maintain the equipment properly and get it calibrated from time to time. The institute will permit use of such equipment outside the premises with proper permission from the authorities. In some cases, the project may involve testing and consultancy activities. In such case, the use of institute equipment is permitted either in the premises or outside. If the consultancy done by staff members doesn't involve any use of college equipment the maximum revenue generated will be shared with the concern staff as the use of institute infrastructure will be minimum. In case of obsolesce of equipment, replacement processes will be carried out as per the recommendation of the concern staff. The write off procedure for old equipment will be carried out as per the institute policy.

## 6. FINANCE AND ACCOUNTS

Amount received from the consultancy project is deposited every month in Institute account, this account is maintained by the account section of the institute and controlled by the Principal. Share of staff members involved in consultancy work is given in the following table:

| CASE | TYPE   | Institute Share | Staff/Department share considered as 100% |                 |                |             |                  |              |
|------|--|-----------------|---|-----------------|----------------|-------------|------------------|--------------|
|      |  |                 | Principal                                 | HOD/Coordinator | Teaching staff | Tech. Asst. | Supporting Staff | Office Staff |
| A    | Testing  | 50%             | 8%  | 8%              | 40%            | 24%         | 16%              | 4%           |
| B    | Consulting with college equipment                        | 30%             | 4%  | 6%              | 50%            | 20%         | 16%              | 4%           |
| C    | Consultancy without using college equipment              | 20%             | 4%  | 6%              | 70%            | --          | 16%              | 4%           |
| D    | Testing cum Consultancy                                  | 40%             | 4%  | 6%              | 50%            | 20%         | 16%              | 4%           |
| E    | Coaching class for competitive (Only Class-rooms)exams   | 20%             | 4%  | 6%              | 75%            | --          | 11%              | 4%           |
| F    | Coaching class for competitive exams (with lab practice) | 40%             | 4%  | 6%              | 60%            | 15%         | 11%              | 4%           |

## 7. PUBLICATION OF RESULTS

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication

## 8. IMPORTANT CONTACT DETAILS

Principal: 0253-2221301

Registrar: 0253-2221302

Accounts: 0253-2221305

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