

**SNJB's H. H. J. B. Polytechnic, Chandwad****Policies for Consultancy work by the Academic and Technical Staff**

We encourage our faculty to undertake consultancy work through which the faculty contributes toward the industrial/economic growth, strengthen institute-industry interface and enrich their professional experience. This enriched professional experience and knowledge of faculty members make them better educators. Research and consultancy projects provide a first hand knowledge of current problems of industry and the emerging areas which is very helpful in tuning the curriculum to the national needs. Both Sponsored projects and consultancy give an opportunity to faculty for rich experience and incentives as well for their professional development.

**Consultancy Rules and Norms:**

- Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in the areas of Expertise available in the Institute.
- The services offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the Standard Terms and Conditions
- Technical infrastructure / Computational facilities of the university may be offered to undertake the outside work of the clients. The use of physical infrastructure of the University Purely for Rent Purpose will not be covered under consultancy work.
- All Consultancy and related Jobs need to be structured and executed in the spirit of promoting SNJB- Industry Interactions
- Consultancy work carried under mainly three categories as given below

**Category I:** Expert Advice and R&D Consultancy: - This type of Consultancy will be Expertise intensive and based on the expertise of the Consultant.

**Category II:** Testing Consultancy: - This type of Consultancy will involve testing of sample/component/product against a standard. The institute will undertake testing jobs provided testing facilities and expertise are available in the university.

**Category III:** Service Consultancy:- This type of Consultancy will involve use of University's Computational facilities / Software / Hardware and other Technical, Physical infrastructure by the client. For example, use of software/hardware by the outside students, researchers, scientists, engineers, etc. or use of computers / technical manpower and other infrastructure of the institute for conduct of online / offline examinations or tests; and other e-services.

- Full time regular faculty of Departments of the institute may take up the consultancy work.
- The services of permanent employees of the Institute will be utilized for the execution of the consultancy projects provided it does not affect at any cost their primary functions and responsibilities to the Institute.
- Consultancy assignments must not have any adverse impact on the ongoing academic, Research, official and administrative activities.
- The consultancy assignments under Category-I are of highly specialized nature and must be handled with utmost sincerity. The assignments under this category may have far reaching impact on academia as well as society. Thus, any compromise in the execution of these assignments may tarnish the image of institute. Keeping this in view, it is mandatory



to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of consultancy.

- The consultant must undertake any consultancy assignment under Category – II only after ensuring that the machine/equipment used for testing is duly calibrated and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.
- The consultant must undertake any consultancy assignment under Category – III only after ensuring that all the Computational facilities /Software / Hardware, technical and physical infrastructure, etc. are in proper working conditions as these are to be used by the client(s). For any damage, the cost may be recovered by the consultant from the client.
- However, an individual Consultant / Staff member shall not undertake consultancy work more than 60 days in a calendar year.
- Outstation travel on Consultancy Assignments will be undertaken with the prior approval of the Principal under intimation to the Head of the Department / Office concerned. TA-DA, expenses towards boarding and lodging, etc. as per entitlement of the consultant shall be admissible as per institute rules. All these expenses will be met out of the concerned consultancy project funds.
- The consultant(s) will have the right to publish the work carried out by him/her out of the consultancy work under Category – I only after taking prior permission of the client.
- If the Principal Consultant is on leaves for some reason (exigency / critical illness), the Principal can appoint new principal consultant through Head of the department / office concerned.
- Normally the agreed charges of the consultancy project are to be deposited by the client, in full, before the consultancy work commences. However, this stipulation is negotiable. In cases where the consultancy work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance while submitting the proposal before screening committee. However, the project will commence only after depositing 50% of total contracted amount of the consultancy project by the client. The final report of the consultancy work shall be released subject to the full payment of the total contracted amount.
- Total amount paid by client include Service Tax as applicable
- If possible last year students must be involve as an assistant in the consultancy work without disturbing their academics.
- Details of distribution of consultancy project fund shall be as below:

Total amount received including Govt. Taxes	A
Govt. Tax	B
Direct expenditure (TA/DA) if any	C
Total Contracted Amount ( D)	$D=A-B-C$
Institute Development Fund	0.50D
Amount Available for Distribution among the staff	0.50D



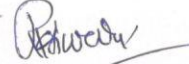
➤ Amount Available for distribution among the staff are distributed as below.

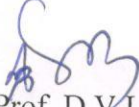
Sr.No	Designation	% share from Distribution Amount		
		Category- I	Category- II	Category -III
01	Principal	5	5	5
02	HOD	5	5	5
03	Principal consultant	25	18	18
04	Lab assistant	5	12	12
05	Lab attendant	5	5	5
06	Accountant	5	5	5

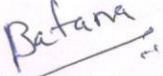
- The distribution amount is distributed among the staff in current financial year.
- In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified there in or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored be resolved by mutual negotiations. If, however, such negotiations are failed then the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

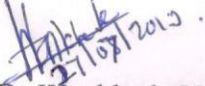
Committee members:


  
Prof. S.H. Gowda  
HOD Civil

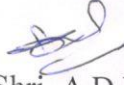
  
Prof. R.C. Tiwari  
HOD Science

  
Prof. D.V. Loхар  
HOD Mechanical

  
Prof. P.M. Bafana  
HOD Computer

  
Prof Dr. Wankhede V.A  
Principal  
S H H J B POLYTECHNIC

  
Shri. R.S. Bumb  
Member P M C SNJB  
S N J B

  
Shri. A.D. Bhansali  
Trustee & Member P M C  
S N J B



## Details of distribution of consultancy project

Total amount received including Govt.Taxes	A
Govt. Tax	B
Direct expenditure (TA/DA) if any	C
Total Contracted Amount ( D)	D=A-B-C
Institute Development Fund	0.50D
Amount Available for Distribution among the staff	0.50D

### Example

Civil Department obtain a testing consultancy (Category -II) of 20 cube test from a NTPC as per the rate of consultancy is 400 rupees per cube, so the contractor will submit a following amount to the collage .

$$A = \text{Total amount received including Govt.Tax} = (400 \times 20) + 18\% \text{ GST} = 8000 + 1440 = 9440$$

$$A = \text{Total amount received including Govt.Tax} = 9440$$

$$B = \text{Govt. Tax (GST) } 18\% = 1440$$

$$C = \text{Direct Expenditure (TA/DA)} = 500$$

$$D = \text{Total Contracted Amount} = (9440 - 1440 - 500) = 7500$$

From the total contracted amount (D) institute will obtain 0.50 D, and remaining 0.50 D amount will be distributed among the concern staff members as given above.

$$\text{Institute Development Fund} = 0.50 D = 0.50 \times 7500 = 3750$$

$$\text{Amount Available for Distribution among the staff} = 0.50 D = 0.50 \times 7500 = 3750$$



Ok  
Hall  
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**PRINCIPAL**

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