

22nd July, 2019



INSTITUTE OF ENGINEERING & MANAGEMENT, KOLKATA

INSTITUTIONAL CONSULTANCY POLICY

INTRODUCTION:

Consultancy is defined as 'the provision of expert advice, analysis and interpretation, which draws upon and applies the expertise and knowledge of Institute staff.

Institute of Engineering & Management recognizes that the consulting activities may be mutually beneficial to the faculty and the Institute. Appropriate consulting activities enhance the professional development and reputation of faculty. This may result in improved teaching, research, and service. Hence, reasonable participation in consulting activities is encouraged.

The rationale of this Policy is to provide guiding principles and procedures for undertaking consultancy services by faculty members of the Institute. The Faculty Members of the Institute of Engineering & Management are encouraged to undertake consultancy and other similar work provided it does not conflict with the interests of the Institute. It is expected that consultancy will increase the professional and academic competence by way of stimulating research and scholarship besides applying knowledge for solving real life problems.

Types of Consultancy: The consultancy services in Institute are of three types-

Institutional: A specific work/ project to be done by a team or department or an individual staff on behalf of the Institute.

Technical: A routine technical data/information, guidance or analysis and fabrication where interpretation is not needed. Individual: consultancy undertaken by an academic staff member with her individual contact and expertise.

Individual: Consultancy undertaken by an academic staff member with his/her individual contact and expertise.

- Any consultancy work should be routed through the competent authority of Institute.
- Consultancy activities should not hamper the routine assignments of academic staff members and faculty members.

The cost of consultancy work shall be given under the following heads:

- i) Expert fee
- ii) Manpower
- iii) Equipment/Machinery
- iv) Field work
- v) Transport
- vi) Contingency
- vii) Miscellaneous



- GST. TA and DA will be as per agreements with the client.
- Consultancy Earning Sharing: 30% of consultancy earnings obtained by faculty will be retained by the Institute and 70% will be disbursed to the faculty members.
- Timeliness of completion / progress of consultancy project is to be noted and assessed.

After the completion of the consultancy project, a copy of the synopsis of the work with the audited statement of accounts will be required to be submitted to the office of Research Cell of the Institute.

