Yashoda Shikshan Prasark Mandal

Yashoda Technical Campus, Satara

An Autonomous Institute

Consultancy Policy



Preamble

Yashoda Technical Campus, Faculty of Engineering, Satara, is committed to promoting academic excellence, professional competence, innovation, and meaningful collaboration between academia and industry. The Consultancy Policy has been formulated to provide a structured framework for undertaking consultancy services by faculty members and departments in their respective areas of expertise. The policy aims to utilize the knowledge, technical skills, research capabilities, laboratory facilities, and institutional resources of the campus to address practical challenges faced by industries, government departments, construction organizations, infrastructure agencies, and society.

The policy encourages faculty members to provide professional consultancy, technical guidance, testing services, design and analysis support, field investigations, project evaluation, and expert advisory services in accordance with their qualifications and institutional guidelines. It also aims to strengthen industry–institute interaction, facilitate knowledge transfer, promote interdisciplinary collaboration, and create opportunities for students to gain practical exposure to real-world engineering problems.

The Consultancy Policy establishes guidelines for the identification, approval, execution, monitoring, documentation, and financial management of consultancy assignments, ensuring transparency, accountability, quality, and professional ethics. All consultancy activities shall be carried out in accordance with the rules and procedures approved by the institute, including applicable provisions related to resource utilization, remuneration, intellectual property, confidentiality, and reporting.

Through the effective implementation of this policy, Yashoda Technical Campus seeks to enhance its institutional reputation, strengthen engagement with external stakeholders, encourage applied research and innovation, and contribute to sustainable technological and societal development. The policy also supports continuous improvement in teaching, research, and professional practice by connecting academic expertise with the evolving needs of industry and society.

About Yashoda Technical Campus

Yashoda Technical Campus (YTC), Satara, is an educational institution established under the management of **Yashoda Shikshan Prasarak Mandal (YSPM), Satara**, with a commitment to providing quality technical and professional education. Located at Wadhe, Satara, Maharashtra, the campus offers a range of academic programmes designed to develop students' technical knowledge, practical skills, professional competence, and ethical values.

The institution provides a learning environment supported by modern infrastructure, well-equipped laboratories, digital classrooms, experienced faculty, and opportunities for industry interaction. Its academic and co-curricular activities focus on practical learning, research, innovation, entrepreneurship, skill development, and the holistic development of students. The campus also promotes internships, industrial visits, workshops, expert lectures, placement activities, sports, cultural programmes, and community engagement.

Yashoda Technical Campus emphasizes industry-oriented education, continuous improvement, and the development of socially responsible and technologically competent graduates capable of addressing contemporary professional challenges. The institution's commitment to quality education is reflected in its accreditation and recognition status, as published on its official website.

Through its focus on academic excellence, professional development, research, and industry collaboration, Yashoda Technical Campus, Satara, strives to contribute to regional development and prepare graduates to meet the evolving needs of industry and society.

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1. Policy Statement

Yashoda Technical Campus (YTC), Satara, is committed to promoting professional excellence, industry–institute collaboration, applied research, and societal development through consultancy services. The institute encourages faculty members and departments to utilize their technical expertise, research capabilities, laboratory facilities, and institutional resources to provide quality consultancy, technical assistance, testing, design, analysis, and advisory services to industries, government organizations, infrastructure agencies, and other stakeholders.

The institute shall facilitate consultancy activities through a transparent, systematic, and accountable framework that ensures professional ethics, quality of services, confidentiality, effective resource utilization, and compliance with institutional rules and applicable regulations. Consultancy assignments shall be undertaken with due approval from the competent authority and in accordance with the institute's prescribed procedures for project execution, financial management, remuneration, and intellectual property rights.

Through this policy, YTC aims to strengthen industry–institute relationships, promote innovation and knowledge transfer, enhance faculty professional development, provide practical learning opportunities for students, and contribute to sustainable technological advancement and community welfare. The institute shall encourage consultancy activities that support its vision of academic excellence, continuous improvement, and the development of competent, responsible, and industry-ready professionals.

Objectives:

1. Institute provides support to the client by consultancy in various disciplines beneficial to the society and industry
2. To facilitate consultation and testing services with the infrastructure of institute.
3. To encourage the faculty for active involvement in consultancy work along with academic, research and update the same to the faculty to impart technical knowledge in concern with the client.

Vision

To provide a platform to offer best technical services to the society, stakeholders.

Mission

M1. To develop products and consultancy services as per client's requirement.

M2. To provide consultancy to the startups, entrepreneurs and small/medium scale industries

M3. To bridge the gap between Institute and Industry for the development.

DEFINITIONS

1.1 Institute

Institute means "Yashoda Institutes, Satara"

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1.2 Department
All academic departments and academic centers will be covered by the word "department" for the purpose of these rules.

1.3 Director
Director, "Yashoda Institutes, Satara"

1.4 Principal
Principal of Engineering / Polytechnic / Pharmacy / Architecture etc. "Yashoda Institutes, Satara"

1.5 Head (HoD)
Head of the Department

1.6 Principal Consultant/Investigator (PI)
A faculty member of the institute who is responsible for handling the consultancy project.

1.7 Consultant / Co-investigator (CO-PI)
Any other faculty member associated with the consultancy project along with PI.

1.8 Consultancy Projects
A request received from the industry or any organization for carrying out an investigation / research / design referred to/by the Director/Principal/ Head of the Department to suitable faculty members for providing a solution to a problem is termed as a consultancy project.

1.9 Department Consultancy Project
A project may be taken up as a Departmental Consultancy Project by the concerned department. Further, a project referred to an individual faculty member may also be taken up as respective Departmental Consultancy Project at the request of the faculty member. Normally, Consultancy Project involving multi-disciplinary/ inter departmental inputs or requiring use of extensive institutional facilities, likewise projects which are expected to run for a long period may be considered by a department to be taken up as *Departmental Consultancy Project*. A Departmental Consultancy Project will have at least two investigators drawn from one or more departments.

1.10 Individual Consultancy Project

A professional engagement undertaken by a faculty member to provide specialized knowledge or solutions to external clients, aligning with institutional policies and academic expertise.

1.11 Type-I Consultancy Projects
Consultancy Projects which *do not require laboratory facilities* of the Departments/Institute will be classified as Type-I Consultancy Projects.

1.12 Type-II Consultancy Projects (involving lab. facility, etc.)
Consultancy Projects *involving use of laboratory facilities* of the Departments/Institute will be classified as Type-II Consultancy Projects. Such projects will cover testing, measurements, evaluation analysis, calibration of equipment/instruments and testing of materials /equipment in laboratory, field testing and measurement and research and development work using laboratory facilities, as a part of that consultancy project. It also includes extraction, evaluation of constituents. The utilization of animals as per the study and guidance is also the part of consultancy.

1.13 Norms for accepting consultancy projects
Consultancy projects shall be accepted only after approval through proper channel. All consultancy projects to be taken up by various departments of the institute shall be examined from the point of

view of its S & T content and its likely to be benefited to the academic and R&D activities at the Institute, which can in turn, influence the quality and standard of the academic work at YSPM, YTC. For this purpose, every project proposal would be examined and approved by an Institute Level Committee, before it is accepted for being conducted as Type-I or Type-II project. The committee for examination is:

- Principal — Convenor
- Concerned HOD — Member
- Senior professor/faculty from concerned department — Member

The Faculty Member(s) proposing to take up the consultancy project will be invitee(s) at the Meeting and they will be required to make a presentation on the proposal. In case of testing work, concerned faculty may present the case.

1.14 Project Staff

A person appointed on contract in conformity with the guidelines of a sponsored research or consultancy project. The project staff includes research, technical and office personnel.

1.15 Project Research Staff

A person appointed on contract in conformity with the guidelines of a sponsored research or consultancy project as a fellow or associate or with a similar designation and receiving fellowship. Generally, there shall be a provision for such fellowship amount in the project thus approved.

1.16 Institute Overhead Charges

Institute shall charge a fixed percentage of the Consultancy Project / Sponsored Project amount as Institute Overhead Charges (IOC). The IOC shall in turn be distributed into a number of funds to be maintained by the institute for specific purposes.

1.17 Internal Revenue Generation Fund (IRG)

Part of the IOC shall be credited into the already existing Internal Revenue Generation Fund (IRG).

2. General Outline Of Consultancy Work

Individuals or Departments may take up consultancy work after intimation and approval of the Principal through the Head of the concerned Department. The Principal Investigator (PIs) and HODs will sign the report of Departmental Consultancy Projects and the Principal Investigator will sign the report of the individual Consultancy project. All departments will refer the identification code for each consultancy assignment [Project No.] in the form as given below.

e.g. *in case of* *Mechanical Engineering Department*

Year	Name of the Dept.	Title of the project	Initials of PI/I/HOD	CP Type (I/II)
2024	Mech	Development of IC Engine	SKH	I

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This identification code shall be provided by Registrar office of the institute. The above project number must be quoted in all subsequent correspondence within the institute & to the client.

2.1 All consultancy work shall be approved by the college level committee, identified as Type I or II project and then taken by the PI.

2.2 All fees/charges in connection with consultancy projects should be received in the name of the **Principal, *Yashoda Technical Campus, Satara.*** The Registrar office shall distribute consultancy fund into Development Fund, Staff Development Fund, Departmental Development Fund and retain the balance in the IRG fund, appropriately as per guidelines provided later in this document.

2.3 For Projects involving only site visits for consultation work and/ or personal discussion, fees may be charged on per day basis at mutually acceptable rate subject to a minimum of Rs. 3000/- per person day for academic staff including the days spent on travel.

2.4 For technical and other non-academic staff, making only site visits outside the scope of an ongoing consultancy project, fees may be charged on per day basis at a minimum of Rupees 500/- per person day.

2.5 The Principal Investigator may avail the services of persons not in the institute service as consultants provided that the services are of a nature for which the expertise is not available in department/institute. The charges for such consultation should be already included in the project cost and separate amount from Department Development Fund (DDF) may not be permitted. However, if at a later date, such services are found essential, necessary permission of Principal would be required.

2.6 This will however, not apply for cases where the Department/ Institute has fixed rates (as in case of testing). The limit as stated in Cl. 2.3 and 2.4 shall be reviewed every three years or earlier if the need arises.

2.7 For Departmental Consultancy Projects, the Principal Investigator will be judiciously decided by the Head of the Department in consultation with subject expert of the Department. *As expertise and experience are both necessary for a consultant to play an effective role in the assignment, it is desirable to set a lower limit of the level and the number of years of experience for the consultant. A senior Assistant Professor with about 5 years' experience should preferably be considered while identifying the PI. In exceptional cases, the above mentioned members should take the decision in consultation with Principal / Director of the institute.*

2.8 Each Consultancy project will be classified either as Type I or Type II and will not be bifurcated, In case of multi-disciplinary/ inter departmental Projects, a single project can be divided into sub-projects on mutually agreed terms, by the consenting departments.

2.9 For Individual Consultancy/Department Consultancy work, faculty and staff members proceeding out of station for consultancy work with the permission of HOD, will be treated on duty, within the scope of specified in Cl 2.10. However consultancy must not hamper the academic schedule/services to be given to the students.

2.10 It is recognized that the consultancy leads to increased knowledge and capabilities of the faculty member concerned. Therefore each such consultant has to be given free time of at least one day per week to conduct such assignments by adjusting the academic schedule as and when required. In addition to this, the consultant may be granted project leave up to 15 days during an academic year for work relating to sponsored research/Individual consultancy projects, in addition to the leave available as per institute norms. HODs shall be empowered

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to approve project leave/adjust academic schedule. Academics and economics of the returns should always be the points of concern.

2.11 The laboratory staff proceeding on field work for Consultancy Project work may avail project leave up to15 days during a calendar year. HODs shall be empowered to approve this leave.

2.12 There will be no limit on the total remuneration to be received from Consultancy Projects during any financial year by a faculty and other academic staff. However, institutional academic assignments and income tax rules of the Government shall be followed.

3 . Expenditure Norms (Over and above)

3.1 Job Work

The Principal investigator may get specific job work done on payment (labor cost) from outside. However, such payment may not exceed 25% of the total amount contracted for the project and should be paid from the concerned project cost. While making such expenditure all the rules and regulations as applicable to Consultancy Projects should be followed. For higher expenditure prior permission of the Principal/Director will be necessary.

3.2 Student Assistants

The Principal Investigator may engage institute students as Student Assistants for consultancy and testing work on payment of Rupees 50/- per hour subject to a maximum of 50 hours per month. However, students receiving fellowship from any agency may not be entitled to such payments. The total expenditure on this account should not exceed 20% of the gross fees contracted for project in normal case and be paid from the concerned project cost.

3.3 Hospitality

Expenses incurred on reasonable hospitality not exceeding Rs 200/- per head per meal and Rupees 50/- per head for snacks etc. in connection with the consultation work, can be charged as expenses out of the fee received subject to the condition that the total expenditure on this account should not exceed 5% of gross fees contracted for the project. For larger expenditure approval of Principal will be necessary.

3.4 Travel

The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction placed by the Institute on the modes of travel. Actual boarding and lodging expenses, in addition to DA, will be paid as per Institute norms. All these expenses will be met out of the concerned consultancy project fund.

3.5 Out of pocket expenses for Field Work

The payment of "Out of Pocket Expenses" to the faculty and other staff proceeding on fieldwork connected with the consultancy projects will be admissible on the following conditions:

(a) Out of pocket expenses will be admissible for the "field work" which will comprise of collection of field data from natural environment, mapping of the area, installation and maintenance of instruments in the field, performance of test in the field etc. for the purpose of sponsored research or industrial consultancy.

(b) Out of pocket expense will be payable for the actual period of work at the work place and will not be admissible for the journey period.

(c) Out of pocket expenses will be permitted in addition to D. A.

(d) The rate of payment of out of pocket expenses shall be as under:

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Category of staff	Rate
Faculty	Rs. 250/- per day
Staff	Rs. 75/- per day

3.6 Consultants

3.6.1 Normally, provision for involving experts from outside the institute as a consultant is not expected. However, if found necessary, the decision should be made at time of acceptance/approval of the project.

3.6.2 An amount of Rs. 25000/- or 10% of the consultancy fee whichever is lower can be paid to Consultant(s) after obtaining approval from the Principal/Director.

3.6.3 For payment over Rs. 25000/-and up to Rs. 50000/- or 25% of the total fees, whichever is lower, approval of a committee set up for this purpose by the Director under the Chairmanship of Principal would be required .

3.6.4 For payments over Rs.50,000/- or over 25% of the consultancy fee, Director may approve payments on the recommendation of the committee mentioned above.

3.6.5 Payment exceeding 25% of the total consultancy fee shall not normally be allowed to consultants.

3.6.6 As stated earlier, such charges shall be included in the project cost/shall be paid from the concerned project.

4 . Distribution of Funds

4.1 Individual Consultancy projects/ departmental consultancy projects

After consent and acceptance of the project, the project amount should be received in the name of "Yashoda Institutes, Satara". It shall be deposited in the IRG account. The distribution of this amount should be done by Registrar's office as given below:

- Amount for distribution = Amount received – expenses towards activity
- Schedule of Distribution :

Sr. No.	Consultancy Type	Details of Amount Distribution in %	
01	Type I (Institute's infrastructure is not used)	Institute	30
		Faculty (Including teaching, non-teaching staff involved for particular assignment)	65
		Principal	2.5
		HOD	1.0
		A/C Office	1.5
02	Type II (Institute's infrastructure is used)	Institute	50
		Faculty (Including teaching, non-teaching staff involved for particular assignment)	45
		Principal	2.5
		HOD	1.0
		A/C Office	1.5

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Service tax (at prevailing rates) shall be charged extra. The Registrar office will deduct 25 % and service tax in advance and then the balance amount would be available to HOD/PI for project expenditure and remuneration to concerned staff and faculty. The PI has to submit the audited project expenditure within three months after the project is completed and report submitted. *In special cases, wherever necessary, Director's approval shall be obtained for variation in norms.*

4.2 The software products developed by a faculty member/s, research worker will be shared between the institute and the individual as per the norms of TYPE - I Consultancy project. If a student is involved in developing a software, he/she will be paid due share.

5 . Testing Assignments

A project involving merely testing could be taken up by a Department, only if such requests are not repetitive in nature, draining the faculty/staff resources and such testing facilities are not available in the city. Certain testing assignments specially demanded by some Govt./Public Sector undertakings/organizations shall also be taken up through the institute. Such testing assignments shall be approved by concerned HOD. The distribution of testing amount shall be as per guidelines mentioned below:

The test reports shall be signed by the concerned HOD and faculty involved and will be forwarded to concern person by the principal.

Service tax (at prevailing rates) to be charged extra and paid separately per testing work. *In special cases, wherever necessary, Principal's approval shall be obtained for variation in norms.*

Sr. No.	Details of amount distribution in %	
	Institute	55
01	Faculty (Including teaching, non-teaching staff involved for particular assignment)	40
	Principal	2.5
	HOD	1.0
	A/C Office	1.5

Guidelines for Industrial Consultancy

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

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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. While the institute encourages the faculty members to undertake consultancy projects, it is expected that the time spent by a faculty member on consultancy projects will not exceed one day per working week.

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 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) Identifying other Investigators (if required), who shall also be faculty member/s in the service of the institute from the department or 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 Principal 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.

2.2 Appointment of Principal Investigator (PI)

The client (sponsoring organization which gives the consultancy) usually approaches the institute for Consultancy work through a faculty member or a functionary of the institute [i.e. Head of the Department/Principal/Director]. When a faculty member is approached for the work, / a client approaches to the faculty, he/she will be the Principal Investigator. If he/ she does not wish to be the PI, the HOD/Principal, will identify a suitable person as the PI. If the project is routed through functionary, the PI would be identified by the concerned HOD /Principal/Director of Institute.

2.2.1 The P.I. who is due to retire from Institute service or left the institute will identify a new PI for the Consultancy Project at least three months before his/her retirement. The new PI should agree to become PI and give an undertaking to complete the project in the remaining funds and time period to the Principal through the HOD.

2.2.2 The Emeritus Fellows can only be appointed/ nominated as Co-PIs or Investigators and not the Principal Investigators.

2.2.3 Normally, the agreed charges of the projects are to be deposited by the client, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial cost deposited in advance, the arrangement of subsequent receipt

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of funds from the client have to be clearly spelt out in the advance and approved by Principal.

2.3 Collaboration with Outside Organizations/ Subcontracting

If collaboration with outside organizations/ institutions or subcontracting a part of the project is envisaged, the nature, scope and financial budget of the proposed arrangements will have to be clearly specified in the project proposal at the time of submitting the proposal for approval. Subcontracting of work will be done as per the convenience of PI after approval by concerned HoD and Principal.

3. Budgetary Norms For Projects

3.1 Total charges

The total agreed charges for a consultancy project will consist of the Institute Overheads (IRG, RDF, SDF, DDF), actual expenses and the remuneration to be distributed to the faculty/staff etc. The service charge should be over and above the cost of the project. The actual expenses should cover the following costs related to the project:

(i) Permanent equipment to be procured/ fabrication of equipment or models.
(ii) Consumable materials.
(iii) Travel expenses in connection with the project work
(iv) Computational and other charges the Principal Investigator have to pay to the Institute or any other outside agency in the course of the execution of the work.
(v) Charges, if any, to be paid for the use of specific equipment available in other departments or central facilities outside the institute.
(vi) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationary, reproduction, literature (books, journals, membership fees for professional societies), postage, courier, and telephone (including mobile/calls on residence phone), advertisement, entertainment expenses, cost of insurance of personnel/ equipment being used for the project, etc.
(vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.
(viii) Any other costs considered appropriate.

3.2 Estimates for the above expenses should be carefully prepared by the Principal Investigator keeping in mind the market rates for equipment, material and services to be procured from the market and the time required for the project. It is normally expected that, the time spent by the faculty member on consultancy project will not exceed one day per working week. The norms laid down by the institute from time to time for salaries of staff and purchase procedures should be kept in mind while preparing the budget estimate for the client and the consultancy fee to be charged accordingly.

3.3 Taxes: While preparing proposal, provision of GST, as applicable, shall be made over and above the total contract amount. Service Tax will be charged on exclusive testing work. If any project involves consultancy and testing both, GST will be charged on full amount of the contract. It is the responsibility of PI to see that service tax is paid. If needed, the completion report/project report can be withheld.

3.4 Consultancy Fee: (Clients)

There are no rigid norms for calculating the Consultation Fee. It depends upon several factors such as time spent, importance of the advice and the experience of faculty, etc. While estimating the Consultancy Fee chargeable to the client, the Principal Investigator should keep in mind that only

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part of the total fee is available for distribution amongst the faculty, staff and students after meeting the expenses and Institute overhead charges. Remuneration will be paid to the faculty/ staff as per norms and on the recommendation of the Principal Investigator.

At departmental level, consultancy charges in the form of fixed amount/certain percentage of work may be worked out for definite type of work.

3.5 Testing Charges

Testing charges are liable to State Scheduled Rates (SSR) published by Government of Maharashtra & subjected to change timely.

An **18% GST** will be applicable on all the charges mentioned above. Accordingly, fees based on government-prescribed rates or recognized standards will attract an 18% GST.

4 Completion / Closure of Project

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

4.2 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.

4.3 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 Principal will take action for project closure at the end of the financial year in which the stipulated date of completion falls. The unspent balance in such cases will be transferred to the DDF after due notice to the PI and approval of Principal/Director.

4.4 In case the PI leaves the project unfinished/incomplete, an appropriate action should be initiated by HOD in consultation with Principal and Director.

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

5 Other Requirements

5.1 A retiring/retired technical staff member may be paid remuneration /honorarium out of the consultancy projects during the year or in the previous years.

5.2 In case a consultancy project involves testing of samples which are to be done by the investigator and not supplied by the sponsor, it will be necessary that at least one of the Investigators should be present at the time of drawing samples, so that authenticity of the samples and sampling process is ensured.

6. Limitations

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

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7. Liability

In case any legal dispute arises between the Investigators (s) and the sponsor such that the Investigator/(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit, which will be calculated as follows:

Maximum Liability = (total amount charged for the project) – (expenditure/ liabilities on the project).

It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The expenditure/liabilities as determined by the Institute will be calculated as the expenditure/liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for ongoing project, or at the end of the projects. This amount does not include the remuneration paid to the Investigator/(s) and staff of the institute. The Institute may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRG Head of account. The amount charged by the institute is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate/ final bill.

8. Disagreements/Disputes

8.1 Any disagreement within the Institute and concerned party arising at any stage of a Consultancy project will be resolved in consultation with Principal /Director to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

8.2 In case of any dispute arising at any stage of consultancy project between Investigator (s) and the sponsor(s), the investigator(s) will be responsible for settlement of the dispute.

8.3 All legal action will be subject to jurisdiction at Civil courts at Satara/High Court at Mumbai.

9. Arbitration

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 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 to be resolved by mutual negotiations, between investigator(s) and said party. If, however, such negotiations are in-fructuous, the dispute should be finally settled through Arbitration and Conciliation Act 1996 by three arbitrators appointed in accordance with the said Act the arbitrators shall give reasoned and speaking award.

10. 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.

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11. Large Consultancy Projects

For Projects with an outlay of more than Rupees 10 lakhs, the PI will ensure that the project proposal to be submitted to the sponsoring agency is vetted by the Head of the Department and Principal. The projects of value more than Rs. 20 lakhs would be monitored by a central monitoring committee.

12. Conclusion

The Consultancy Policy of the Civil Engineering Department aims to promote professional expertise, industry–institute interaction, and the effective utilization of faculty knowledge and institutional resources to address real-world engineering challenges. The policy provides a systematic framework for undertaking consultancy assignments, technical services, testing, and expert advisory activities for industries, government organizations, infrastructure agencies, and other stakeholders.

Implementation of the policy encourages faculty members to contribute to sustainable infrastructure development, innovative engineering solutions, and societal welfare while strengthening professional competence and research-oriented activities. It also supports revenue generation, practical exposure for students, and the establishment of long-term collaborations with external organizations.

The effective implementation and periodic review of the Consultancy Policy will help ensure transparency, accountability, quality of services, and compliance with institutional guidelines. Overall, the policy strengthens the institution's commitment to academic excellence, professional development, industry collaboration, and continuous improvement in accordance with the objectives of Outcome-Based Education (OBE)

Approval

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