



- ISO 9001 : 2015 Certified
- Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)
- MMS Program Accredited by National Board of Accreditation (NBA)

Revised on 10.03.2023

CONSULTANCY, RESEARCH PROJECTS & MDP POLICY

The faculty members are encouraged to undertake Consultancy, Research projects and MDPs etc. These services are offered by the faculty members to the institutions/organizations having regard to their expertise and the need. This process has its importance in accreditation /ranking frame work, further leads to Revenue generation and enhances the brand image of the institute.

The following procedure shall be adopted by the faculty members to carry out such project proposals: -

The faculty members interact with industrial establishments/organizations/corporate offices/Government and public sector organizations etc. on various events/meetings and also through advertisements and their web portals. Faculty members shall project and offer their expertise and service for undertaking research, consultancy, MDP, etc. for mutual benefits in the relevant fields.

On receipt of the offer, the faculty member concerned shall prepare a synopsis of the project including various aspects viz., scope and duration of the project, the facilities required and the source of revenue to implement the project and the suitability and relevance of the project to the programs offered by the institute.

The faculty shall take inputs of Senior faculty members in the department, HOD and HOI while preparing the draft to cover various angles viz., the technical aspects, contribution to R & D activities, need to involve other faculty members for inter disciplinary projects, and need for intellectual property rights etc.

The draft of the MOU for the proposal will be discussed by HOI with the legal team if necessary and the same will be forwarded along with the proposal to the Management for approval. On

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receipt of the approval, the faculty member will sign the MOU or agreement, on behalf of the Institute and the concerned officials of the organization. A model format is enclosed (Annexure)

All projects will be Institute based. The faculty members are not permitted to undertake any type of private practice.

The faculty members engaged in consultancy /research projects/MDPs may be allowed some adjustment in teaching time table without compromising their teaching engagement hours. The faculty member may be granted concession in the total time, other than the actual teaching hours for which he/she is expected to be present on the premises per week with the prior permission of the Principal / Director.

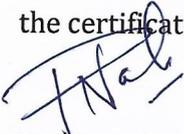
The expenditure incurred as direct cost and recurring cost shall be deducted from the resource generated before sharing the funds / resources.

If the infrastructure of Institute is used, the sharing of the revenue will be in the ratio of 25:75 wherein, the share of 25% after deduction of the expenditure shall be paid to the Institute, while 75% shall be retained by the concerned Faculty member.

However, if no infrastructure of the Institute is used then the said sharing of revenue shall be in the ratio of 10:90 wherein, the share of 10% after deduction of the expenditure shall be paid to the Institute while 90% shall be retained by the concerned faculty member.

The faculty member shall be responsible for execution of the project and shall be solely responsible to settle the disputes, if any arising out of the assignment.

The faculty member shall keep the HOD and HOI informed from time to time about the progress of the project and shall submit a final report on completion of the Project along with the certification from the respective organization.


DR. PANKAJ NATU
DIRECTOR

ANNEXURE

MOU / AGREEMENT FOR CONSULTANCY, RESEARCH PROJECTS & MDP GUIDELINES

Agreement / MoU required to be signed of the Project to be undertaken should include the following clauses. Additional clauses may be added if required on case to case basis.

A.1 General

The reference to the proposed Project and identifies the parties concerned pertaining to MoU.

A.2 Scope

This section should spell out briefly the nature of work, its limitations and the expected end results.

A.3 Time Frame

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

A.4 Project cost Details

The document must clearly indicate the charges to be paid by the respective organizations, for the proposed Project. All payments in the form of cheque /DD/RTGS should be drawn in favor of respective institute. There should also be a mention of the applicable tax liability in this regard. Further, the schedule of payment should also be indicated in this clause.

A.5 Responsibilities

This clause should define clearly the responsibilities of the various parties in execution of the project.

A.6 IPR with Publication and Patent

The MoU should clearly spell out entitlement with regard to any patent or publications arising out of the proposed project.

A.7 Arbitration

The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the project.

A.8 Liability

This clause should indicate the maximum liability, which is to be accepted in the event of the project being terminated without completion at any stage.

A.9 Amendment to the MoU

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever.

A.10 Signatories

The Final copy (two nos.) of MOU may be signed by HOI or the faculty member and the authorized person of the organization sponsoring the project, with one witness each from the institute and from sponsor's side. The MoU copy shall be with the office of HOI.

