

Consultancy and testing policy (SOP)



Audisankara College of Engineering and Technology

Policy on Disbursement of revenue generated through Consultancy/testing Works

Preamble: The Institute actively encourages its faculty and other academic staff to undertake industry consultancy projects works, over and above all other academic loads, in order to strengthen the academic profile and industry relations. This policy defines the norms for the disbursement of the remuneration received by the Institution for all the consultancy projects carried out by any faculty or group of faculty or department.

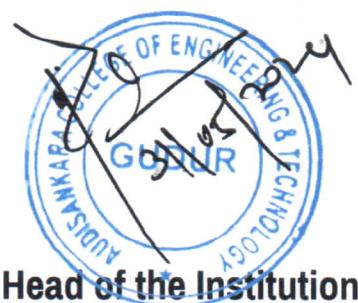
1. **Scope:** The policy will cover all the revenue received by ASCET for all Industry Consultancy Works and Testing Works or any other similar work carried out by the faculty and other academic technical staff through any Industry or other Organization.
2. **Policy:**
 - i. In case of any revenue generated through Consultancy and Testing acquired by the department, 20% of the gross revenue of the project will be considered the Institute's share.
 - ii. In case of any revenue generated through Consultancy and Testing acquired by the Institution, 30% of the gross revenue of the project will be considered the Institute's share.
 - iii. The faculty's share of the gross revenue shall be 80% and 20% respectively. Sundry expenditure such as Travel, TA, DA, testing equipment will be netted from this amount. The balance amount shall be shared in the following proportion: amongst the faculty and other academic staff involved in carrying out the project work.
 - a. Faculty directly involved in the Project : 70%
 - b. Technician directly Involved in the project: 20%
 - c. Clerical Fund: 5%
 - d. Attender Fund: 5%

Example:

Assignment brought by Faculty:

In case expenses are to be met within the gross revenue of, say, 100

Total Value of the Project (brought by Individual)	100
ASCET Share	20
Gross amount available for faculty	80
Total Estimated expenses	20
Net amount available for Distribution	60
Faculty's share (60x0.70)	42
Technician Share (60x0.20)	12
Clerical Fund (60x0.05)	3
Attender Fund (60x0.05)	3



Total	60
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In case expenses are separately negotiated as say, 100 + expenses on actuals

Total Value of the Project (brought by Individual)	100
ASCET Share	20
Gross amount available for faculty	80
Total Estimated expenses	0
Net amount available for Distribution	80
Faculty's share (80x0.70)	56
Technician Share (80x0.20)	16
Clerical Fund (80x0.05)	4
Attender Fund (80x0.05)	4
Total	80

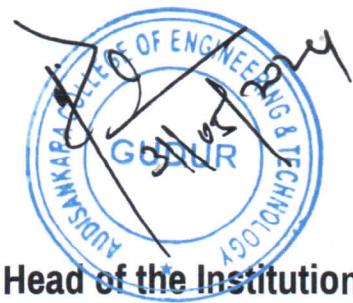
Assignment brought by Institute:

In case expenses are to be met within the gross revenue of, say, 100

Total Value of the Project (brought by Individual)	100
ASCET Share	30
Gross amount available for faculty	70
Total Estimated expenses	20
Net amount available for Distribution	50
Faculty's share (50x0.70) to be shared by all faculty in an agreed ratio.	35
Technician Share (50x0.20)	10
Clerical Fund (50x0.05)	2.5
Attender Fund (50x0.05)	2.5
Total	50

In case expenses are separately negotiated as say, 100 + expenses on actuals

Total Value of the Project (brought by Individual)	100
ASCET Share	20
Gross amount available for faculty	70
Total Estimated expenses	0
Net amount available for Distribution	70
Faculty's share (70x0.70)	49
Technician Share (70x0.20)	14
Clerical Fund (70x0.05)	3.5
Attender Fund (70x0.05)	3.5
Total	70



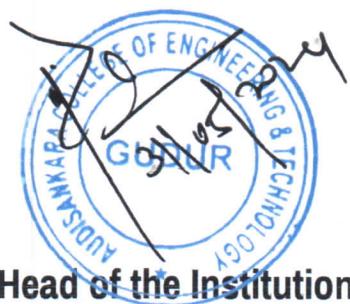
Note: If an assignment is brought by an HOD/Faculty member, but for various reasons, the HOD/Faculty himself is not involved in the project, and the assignment is given to some other faculty members, the assignment will be deemed to be brought by the Institute; but the Institute will share 10% of the Gross Revenue with the HOD/Faculty member who brought the assignment.

3. Process:

- i. A faculty shall seek Principal's approval for the Consulting assignment, enclosing the terms of the consulting engagement.
- ii. Each project shall have an identified Coordinator who is the lead faculty carrying out the assignment, who may co-select a team of other faculty members and technicians. Sharing of fee amongst faculty will be decided between the coordinator and the participating faculty.
- iii. All payments shall be received in favour of ASCET and NOT in faculty's name, irrespective of whether the Institute or the faculty who brings in the assignment.
- iv. Standard terms shall call for 50% fee from the client up-front and the balance at the end of the assignment,
- v. When the amount is received, the institute shall share the relevant amounts pro-rata with the parties concerned. In the meanwhile, the Institute shall pay for the expenditure as per the terms of the assignment.
- vi. Once the assignment is completed, the Coordinator shall submit a detailed report of the assignment to the Principal as a closure report.
- vii. The final payments shall be shared by the Institute after receipt of the closure report.

4. Documents to be submitted alongwith the note for processing

- a. Consultancy request letter
- b. Payment receipt
- c. Statement of Expenditure (Consumables, Travel, Honorarium to students/volunteers, Casual labour cost and other incidental expenditure)



Head of the Institution