

## **JIIT NOIDA**

### **Rules and Guidelines for Industrial Consultancy**

#### **1. Preamble**

The Institute believes that the involvement of faculty members in research activity plays an important role in sharpening their teaching skills and profession development. As a result, doctoral research supervision, publication of research papers in reputed journals and patenting are given a significant weight- age in faculty member's appraisal process. In order to further broaden the experience base of its faculty members, the Institute as a policy encourages its faculty members to undertake sponsored research and consultancy works for outside agencies. In doing that, it is expected that faculty member will develop professional skills about industrial problems and their solutions. It will also help them keep updated in their areas of research work and teaching.

#### **2. General**

- 2.1 A Consultancy project would mean consultancy assignment given by an outside agency (private, public or Government) to a faculty member/department of the Institute for working within a mutually agreed scope.
- 2.2 A sponsor would mean the organisation that offers a project/assignment to faculty members/Departments/Institute and provides necessary financial and data support for the work to be carried out.
- 2.3 The Principal Investigator (PI) would be a regular member of the faculty of the Institute having necessary expertise in the area of Consultancy Project.
- 2.4 Besides PI, a project may have one or more Investigators(Is) who can be members of Institute faculty or a person from some other collaborating organisation. The investigators will be considered for inclusion by the Vice-Chancellor on the recommendations of PI.
- 2.5 Consultant is an individual or employee of Govt./Public sector undertaking or private company engaged for a specific period to carry out specific job of the project.
- 2.6 All consultancy proposals will need prior approval of the Vice-Chancellor.
- 2.7 All funds in connection with the project would come in the name of the Institute. The account of the project will be maintained by the Finance & Accounts office of the Institute.
- 2.8 The amount of time spent by a faculty member on Consultancy Project should be limited so that it does not hamper his/her responsibilities towards Institute duties. Total amount of consultancy for faculty members in a financial year may not exceed 75% of his/her annual salary in the same financial year.
- 2.9 Consultancy Project from any sponsor can be taken up for a minimum amount of Rs. 50, 000/- plus GST.
- 2.10 A sitting fee may be paid to an expert other than those involved in the project for attending consultation meetings with the approval of the Vice-Chancellor.
- 2.11 Routine testing project (details will be specified by the Institute) with the approval of the Vice-Chancellor may be under taken in the departments. The concerned HOD will be the PI of routine consultancy coming to a department.
- 2.12 Six days Special Casual leaves in an academic year may be approved by the Vice Chancellor to handle consultancy works.

### 3. Manpower

- 3.1 Project staff may be appointed on contract only for assisting on the project as per the Institute norms for specified period. It should not be liability of regular employment on the Institute. Such staffs are to be paid out of project fund.
- 3.2 The PI may engage Institute students as student assistants for the project work. The payment for such engagement would be limited to Rs. 5000/- per month for UG student, 8000/- for PG student and 12000/- for PhD student. No attendance relaxation will be given to those students who are engaged in project works.
- 3.3 The PI, with prior approval of the Vice Chancellor, may avail the services of individuals not in Institute service, (working in some other organisation) as consultants. The payment to such individuals shall be limited to 20% of the contracted amount of Consultancy Project after deducting Institute share.

### 4. Finance and Accounts

- 4.1 At the time of submission of a consultancy project proposal, the PI shall make a provision for Institute share in the contracted amount as per the table below:

**Table:** Categories of projects and Institute share.

| Sl. No. | Category | Description                                                                                                                                                   | Institute Share |
|---------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1.      | I        | No use of laboratory facility except computational facilities.                                                                                                | 30%             |
| 2.      | II       | Research investigation or development of equipment/machine or process for a particular industry where use of laboratory equipment and facilities is involved. | 50%             |
| 3.      | III      | Routine testing                                                                                                                                               | 70%             |

- 4.2 In a consultancy Project, the balance amount after deducting Institute share and project expenditure (travel, payment to staff engaged, any services or materials purchased) can be distributed among PI, investigators and regular Staff involved with the approval of the Vice-Chancellor on the recommendations of PI.

**Note:** 2% of the contracted amount may be used by PI & I for professional development (attending conference/membership of professional bodies/meetings for future projects etc.) with the approval of the Vice Chancellor.