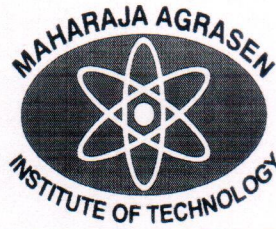


POLICY DOCUMENT
ON
“CONSULTANCY”



MAIT

उद्यमेन हि सिध्यन्ति
कार्याणि न मनोरथैः

Maharaja Agrasen Institute of Technology
Sec-22, Rohini, New Delhi

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1. Introduction

Maharaja Agrasen Institute of Technology is committed to systematically advancing research and development activities. The Institute seeks to address both industry-specific challenges and fundamental issues in engineering, management, and science.

Industry professionals and external agencies are welcome to reach out to the Institute for solutions to a wide range of problems or needs across various divisions of engineering, technology, management, or science. These requests are considered part of the Institute's broad consultancy services. List of some area of consultancy are given below

- Analytical studies
- Calibration
- Cause-and -remedy studies
- Simulation/ modeling/ optimization
- Design of systems/components/processes
- Development of industrial products/systems
- Development of systems software/application for offline/online applications.
- Development of laboratories
- Human Resource development programs
- Recruitment/entrance examinations
- Testing of industrial products/samples
- Validation of designs/drawings
- Business development and strategy
- Market research and promotion

2. Definitions

- I. *Consultancy*: A consultancy is a multi-week, month or years long collaborative process between a client and a team whose goal is to solve a key problem faced by an organization.
- II. *Consultancy Applicant* means a member of the faculty who submits the consultancy proposal and negotiates with the sponsor and is instrumental in getting the funding.
- III. *Co-applicant* means a working/retired faculty member co-opted by the Consultancy Applicant to work jointly with him/her and approved by the agency providing consultancy. In the absence of (Consultancy Applicant goes abroad for long time, Consultancy Applicant gets retired, Consultancy Applicant leaves the university) Co- Applicant will become Consultancy Applicant for consultancy as per norms of funding agency. If co-applicant is not available in University, then it may be hired by Consultancy Applicant duly approved by competent authority.
- IV. The *consultancy staff* includes research, technical and office personnel.

3. Scope

- A. Consultancy Services may be offered to industries, service sectors, government departments and other national & international agencies in areas of expertise available in University.
- B. The consultancy proposal may be submitted by a Department/ Center/ Employee of the University or by the University as such.
- C. International Research Collaborations involving international funding sources or international collaborators
- D. Industrial Consultancy involving funding from industry

4. Distribution of Consultancy Funds

The norms for calculation of various percentages for distribution of the total money received from client will be as follows:

Categories	Consultancy Applicant and team members	Institute
Category 1: Consultancy without use of Institutional Facilities	80% of the Total Amount	20% of the Total Amount
Category 2: Consultancy with use of Institutional Facilities	40% of the Total Amount <ul style="list-style-type: none">• 40% of the consultancy cost will be allocated among the project executing team as follow• Project Incharge (PI):18%• Co-Project Incharge : 10%• Staff (Non-Teaching): 12%	60% of the Total Amount

**Total amount received from the client shall be distributed only after deducting the amount spent on the project.

The above breakup of the consultancy charges is for the internal administrative use of the Institute only and may not be revealed to the client for whom a lump sum figure of total consultancy charges may be quoted.

5. Interim Progress and Accounts Reports of the Consultancy

The Consultant must submit a progress report and a statement of accounts to the Accounts Branch through the designated channel. These documents will be utilized by the Accounts Branch to prepare utilization certificates (UC) required for submission to the funding agency.

6. Final Technical and Financial Report of the Consultancy

- a. The consultancy applicant is responsible for preparing the final technical report as per the funding agency's specifications and submitting it through appropriate channels for approval. However, it remains the consultancy applicant's responsibility to ensure the technical report is submitted to the funding agency.
- b. The Accounts Branch, in consultation with the Consultancy Applicant, will prepare the final financial report including the utilization certificate (UC) according to the funding agency's requirements. This report will then be submitted to the appropriate authority within the Institute for approval. The responsibility for submitting the approved financial reports to the relevant agencies lies with the Consultancy Applicant.

7. Closing of a Consultancy Assignment

After the preparation of the final technical and financial reports on the closing of the consultancy, the following activities will be taken up:

- a. Transfer of equipment's and non-consumable items to the department/Institute through proper transaction in the stock registers.
- b. Closure of consultancy stock registers
- c. Return of unutilized funds to the funding agency along with UC.
- d. Any other activity as mandated by funding agency or Institute authorities.

8. Filing of Patents

If the Consultancy Applicant creates or invents a novel product with commercial significance, or develops a technique suitable for industrial application, the Institute's competent authority will commence the patent filing process. This will involve negotiations with the consultancy applicant, the funding agency, and the Institute. Fifty percent of the total costs associated with filing and maintaining the patent (whether Indian, International, or any other) will be covered by Institute funds.

NOTE: For all matters not covered in this document, as a general principle, Dean, Consultancy may be approached for consideration on case to case basis.

9. Procedure Consultancy Policy

Step 1: The decision on whether an individual can undertake a consultancy is initially managed at the departmental level. All consultancy proposals must be approved by the Head of the Department, with the final decision made by the Director of the Institute.

Step 2: When a Consultancy opportunity is identified, the Consultancy Applicant (CA) should fill the **Consultancy Proposal Form (enclosed Performa as Annexure-I)** (for details regarding potential benefits, requirements and opportunities).

Step 3: If research facilities of the Institute at central level are to be used, the approval of the Dean R&D is an additional requirement.

Step 4: Director of the Institute will approved the consultancy proposal keeping in view the overall interest of the Institute.

Step 5: The details of the Consultancy should be entered fully on a **Consultancy Approval Form. (Annexure -I)**



Head of the Institution

Prof. (Dr.) Neelam Sharma
Director
MAIT
PSP Area, Sector-22,
Rohini, Delhi-110086

ANNEXURE-I

CONSULTANCY APPROVAL FORM

(Enclose two copies of proposal with this form)

1. Name of the Consultancy Applicant :
2. Designation :
3. Date of Birth :
4. Department/Centre :
5. Name of the Co-Applicant (if any) :
6. Designation :
7. Date of Birth :
8. Department/Centre :
9. Title of the consultancy project :
10. Duration of Consultancy : from To
11. Agency from which consultancy taken :
12. Total funds requested :
13. Overhead charges asked :

The Consultancy Applicant and Co-Applicant will follow the norms for the operation of the framed rules from time to time as communicated by the Director/Dean.

Signature of the Consultancy Applicant:

Signature of the Co-Applicant

Head of the Department Signature

Signature of Head of Institution with seal

ANNEXURE- II

CLOSING CONSULTANCY FORM

Name of the terminated/completed consultancy

1. Name of the Consultancy Applicant :
2. Designation :
3. Department/Centre :
4. Name of the Co-Applicant, if any :
5. Designation :
6. Department/center :
7. Duration of the :
Date of the commencement :

- Date of completion :

- Reasons for delay, if any :
8. Agency providing Consultancy :
9. Total funds received
including salaries without
overhead charge
10. Total overhead charge received :
11. Amount of the unspent balance :
12. Whether the unspent balance is to
be returned to the sponsoring agency:
13. Whether the final technical and financial report of the consultancy for
onward transmission to the agency providing consultancy, is enclosed or
not.

14. List of non-consumable articles

S.No.	Items (s)	Date of Purchase	Cost at time of purchase

Whether transferred to the Institute/Department. If yes, details thereof.
If no, reasonsthereof.

15. Whether all the advance have been rendered and reconciled with
the Registrar.If not, reason thereof.

Signature of the Consultancy Applicant:

Signature of the Co-Applicant

Head of the Department Signature

Signature of Head of Institution with seal