



Sant Dnyaneshwar Shikshan Sanstha's  
**Annasaheb Dange College of Engineering and Technology, Ashta**  
**An Autonomous Institute**  
**Research and Development (R&D) Cell**

## **Part C: Consultancy Work**

### **Consultancy Projects**

A request received from the industry for carrying out an investigation / research / design referred to/by the Director/Dean (R and D)/ Head of the Department to suitable faculty members for providing a solution to a problem is termed as a consultancy project.

### **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 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.

### **Individual Consultancy Project**

All Consultancy Projects taken up by a faculty member on behalf of Department / Institute will be treated as Individual Consultancy Projects.

### **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 likely benefit to the academic and R&D activities at the Institute, which can in turn, influence the quality and standard of the academic work at ADCET. For this purpose, every project proposal would be examined and approved by an Institute. The committee shall consist of:

Dean (R and D)	Chairman
Concerned HOD	Member
Concerned faculty/Technical expert	Member (s)

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.

### **General Outline of Consultancy Work**

1. Individuals or Departments may take up consultancy work after intimation and approval of the



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Dean (R&D) through the Head of the concerned Department. The PIs and HODs will sign the report of Departmental Consultancy Projects and the Principal Investigator will sign the report of the individual Consultancy project.

2. This identification code shall be provided by R&D coordinator of the department. The above project number must be quoted in all subsequent correspondence within the institute & to the client. All consultancy work shall be communicated to Dean R&D by department R&D coordinator, and then taken by the PI. All fees/charges in connection with consultancy projects should be received in the name of the Director, ADCET, Ashta. 100% advance payment should be made if project is in one phase. If project is broken into phases, then 100% advance payment should be made before beginning of each phase.

3. 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. However, if such services are found essential, necessary permission of Dean (R&D) would be required.

4. For Departmental Consultancy Projects, the Principal Investigator will be judiciously decided by the Head of the Department in consultation with R&D coordinator of the Department.

5. 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. However consultancy must not hamper the academic schedule/services to be given to the students.



Director  
Dr. Vikram S. Patil

**Director**  
Annasaheb Dange College of  
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## **Part D: Institute Level Seed Money**

### **Program Description**

Seed Money Scheme (SMS), sponsored by the institute aims to promote research and innovation amongst young faculty. Seed funding under this scheme is to be used to initiate/continue the research work of the new faculty. The objective of the scheme is to accelerate the possibility to receive the financial support from external agencies in future. The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding. Research Project that is already supported by other sources will not be considered for funding.

### **Preference will be given to proposals that:**

- \* Have a high potential for external funding
- \* Have significant scientific merit
- \* Represent a new direction for the PI
- \* Build or strengthen inter-disciplinary research partnerships

### **Applicant Eligibility & Formalities**

1. Applicant must be a full-time newly recruited faculty as Assistant Professor in the Institute or its extension centers in last 3 years.
2. Principal Investigator (PI) must have M.E./M.Tech/Ph.D. degree.
3. If a proposal is turned down by the Seed Grant approval committee, the PI is allowed to submit a new proposal in the same year.
4. In case of resignation without completion of SMS, PI has to refund all the money availed under the scheme to BIT.
5. In case of Maternity Leave, PI will be given special permission to extend their project after joining duty. However, priori permission is required in such cases.
7. After completion PI must submit a proper report along with achievements, and deliver a formal presentation in the respective department before the committee and PI need to submit utilization certificate as per given format.



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### **Proposal Submission**

The proposal submission will be open throughout the year. The project proposal should be submitted as per format provided by Dean, R&D. The duration of SMS will be one year only (maximum), and will not be extended beyond that.

### **Proposal Review**

Submitted proposal will be evaluated by central evaluation committee.

### **Project Completion**

1. PI must submit a proposal for external funding to the external agencies within the time period of project under SMS.
2. PI will be responsible to submit complete copy of project completion report along with final Utilization Certificate to Dean, R&D within stipulated time period.

### **Budget**

The funding support under this scheme will be provided by the institute as per the requirements of the investigators. In case of additional funding grant may be sought with proper justifications at time of the project evaluation meeting.

### **Funding is available for purchasing and other activities as specified below:**

1. Minor equipment/software/ related with proposal.
2. Consumables (Like ICs, circuit boards, chemicals, data, testing charges, tools, etc.)
3. Travel support and registration for attending conference inside India only.
4. Contingencies (books, annual membership fees in technical societies excluding subscription charges, etc)
5. Any other important items subject to the prior approval of Dean, R&D.



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