Policy for Consultancy and Revenue Generation

1. Preamble

In the present era of rapid technological advancement, engineering institutions are expected not only to impart quality education but also to actively contribute towards solving real-world problems faced by industry, society, and government organizations. Consultancy and revenue generation activities serve as vital bridges between academia and industry, enabling the exchange of knowledge, expertise, and resources.

Annasaheb Dange College of Engineering and Technology, Ashta (ADCET), with its diverse academic departments, highly qualified faculty, and well-equipped laboratories, recognizes the importance of fostering a culture of consultancy and applied research. Through structured consultancy and revenue generation practices, the institute seeks to:

- Enhance industry–institute interaction,
- Promote practical exposure for faculty and students,
- Utilize institutional infrastructure optimally, and
- Generate additional resources to support academic and research development.

This policy provides a clear framework for undertaking consultancy assignments, utilizing institutional facilities for external projects, ensuring transparent financial management, and establishing fair mechanisms for revenue sharing. It aims to encourage all departments to actively engage in consultancy and revenue generation while upholding academic integrity, professional ethics, and the larger vision of contributing to regional and national development.

2. Objectives of the Policy

The Consultancy and Revenue Generation Policy at Annasaheb Dange College of Engineering and Technology, Ashta (ADCET) aims to:

1. Promote a culture of consultancy, applied research, and innovation across all departments.
2. Strengthen industry–institute collaboration through technical expertise, testing, and training services.

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3. Ensure optimal utilization of institutional resources for consultancy and sponsored projects.
4. Establish transparent financial and revenue-sharing mechanisms benefiting faculty, departments, and the institute.
5. Generate additional resources to enhance academic quality, research infrastructure, and student learning.

3. Scope of the Policy

This policy is applicable to all departments, faculty, staff, and students of Annasaheb Dange College of Engineering and Technology, Ashta (ADCET) and covers:

- Technical Consultancy – Design, testing, analysis, prototyping, and problem-solving for industries and organizations.
- Academic Consultancy – Expert lectures, training programs, workshops, and knowledge transfer activities.
- Sponsored Research and Projects – Collaborative research assignments and funded projects from industry, government, and other agencies.
- Infrastructure and Services – Utilization of institute laboratories, equipment, and facilities for external testing, certification, and consultancy services.
- Revenue Generation Activities – Any professional engagement by the institute that generates financial resources while ensuring academic integrity and institutional reputation.

4. Definitions

For the purpose of this policy, the following terms are defined as:

- Consultancy Work – Professional services provided by the faculty, staff, or institute to external organizations, industries, or individuals, using their expertise and/or institutional resources, in return for financial remuneration.
- Sponsored Research – Research projects funded by government agencies, industries, or other organizations, carried out within the institute with defined objectives, deliverables, and financial support.

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- Testing and Certification Services – Use of institute laboratories, equipment, and facilities to conduct testing, analysis, validation, or certification of materials, products, or systems for external clients.
- Academic Consultancy – Knowledge transfer activities such as expert lectures, training programs, workshops, and continuing education programs conducted by faculty and staff for external beneficiaries.
- Infrastructure/Facility Usage – Utilization of institute assets (labs, software, equipment, classrooms, auditoriums, etc.) by external agencies or individuals for a defined purpose, with prior approval and applicable charges.

5. Guidelines for Consultancy Engagement

- All consultancy assignments shall be undertaken only with prior approval of the Head of Department (HoD) and the Director.
- A formal proposal outlining the scope, duration, resources required, and financial terms must be submitted through the department.
- For sponsored research projects, approval of the Research and Consultancy Committee is mandatory.
- Faculty and staff may undertake consultancy work without affecting their primary academic, research, and administrative responsibilities.
- Consultancy activities shall be scheduled outside regular teaching hours as far as possible.
- Institute laboratories, equipment, software, and other facilities may be used for consultancy projects with prior approval.
- Resource usage charges will be applicable as per institute norms.
- Consultancy fees shall be determined based on manpower effort, expertise involved, duration, and resources utilized.
- Standard rate structures for testing, training, and consultancy services shall be prepared and reviewed periodically.

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- All consultancy work shall be governed by a formal agreement/MoU with the client, specifying scope, deliverables, timelines, and financial terms.
- Intellectual Property Rights (IPR), confidentiality, and publication rights shall be clearly mentioned in agreements wherever applicable.
- Students may participate in consultancy assignments under faculty supervision, with due recognition and/or financial incentives where appropriate.
- Faculty and staff shall not engage in private consultancy using the institute's name or resources without approval.
- Any potential conflict of interest must be disclosed to the institute in advance.

6. Revenue Sharing Mechanism

The revenue generated through consultancy, sponsored research, testing, training programs, and other approved activities shall be shared among the Consultant(s), Department, and Institute in a transparent manner. The following model shall be adopted unless otherwise specified by the funding/sponsoring agency:

General Consultancy and Testing Services

Faculty/Consultant(s): 50%

Department: 50%

Sponsored Research Projects

Principal Investigator & Research Team: 50%

Institute (Central Fund): 50%

Training Programs / Workshops / Short Courses

Faculty/Coordinator(s): 50%

Institute (Central Fund): 50%

If students contribute significantly to consultancy projects, an appropriate share of the consultant's portion may be allocated to them at the discretion of the Principal Consultant and with approval of the HoD/Director.

In cases where external agencies prescribe specific norms for fund utilization, those norms shall override the above revenue-sharing structure.

For multi-departmental or interdisciplinary projects, revenue distribution among departments will be decided proportionally based on contribution, with the approval of the Director.

7. Financial Management

- All consultancy and revenue generation payments shall be received only in the name of "Annasaheb Dange College of Engineering and Technology, Ashta (ADCET)" through cheque, demand draft, or bank transfer.
- No direct payment shall be made to any individual faculty or staff member.
- Revenue distribution (as per the approved sharing mechanism) shall be carried out by the Accounts Section after completion of the consultancy project or on milestone basis, whichever is applicable.
- Disbursement to faculty/consultants shall be made through salary account transfers after deducting applicable taxes (TDS/GST or any statutory deductions).
- Detailed expense statements must be submitted by the Principal Consultant to the Accounts Section for record keeping.
- Departments shall maintain a record of consultancy activities, revenue generated, and expenditure incurred, to be reviewed by the competent authority.
- A consolidated annual consultancy report shall be prepared by the Office of Dean Consultancy and Revenue Generation, highlighting project details, revenue generation, and utilization, and presented to the Governing Body for review.

8. Ethics and Conflict of Interest

- Consultancy and revenue generation activities must not adversely affect the primary responsibilities of faculty and staff, such as teaching, research, and student guidance.
- The name, logo, and resources of Annasaheb Dange College of Engineering and Technology, Ashta (ADCET) shall be used for consultancy assignments only with prior approval of the institute.

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- Private or personal consultancy using the institute's name or facilities without authorization is strictly prohibited.
- Faculty and staff must declare any potential conflict of interest while undertaking consultancy projects.
- No consultancy assignment shall be accepted that may compromise the academic integrity, independence, or reputation of the institute.
- All consultancy agreements shall be formalized through proper documentation, clearly defining deliverables, financial terms, intellectual property rights (IPR), and confidentiality clauses.
- Faculty and staff must ensure that consultancy revenues are routed only through the official institute account and not received directly.
- Any violation of professional conduct, misrepresentation of institute facilities, or misuse of consultancy funds will attract disciplinary action as per institute norms.
- Information, data, or results obtained during consultancy must be treated as confidential unless explicit permission for disclosure/publication is granted by the client.
- Intellectual Property Rights (IPR) arising out of consultancy projects shall be governed by the institute's IPR Policy or by mutual agreement with the client.

9. Policy Review and Amendments

- The policy shall remain a dynamic framework, evolving with the changing needs of industry, academia, and society, to ensure that consultancy and revenue generation activities continue to strengthen the reputation and growth of ADCET.

Associate Dean

Dean
Consultancy and Revenue Generation

Director

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