

Consultancy Policy

**Policy approved in Meeting of Board of Governors under Agenda no. 24.5 held on
12-03-2022**

Consultancy Policy

Policy approved in Meeting of Board of Governors under Agenda no. 24.5 held on 12-03-2022

Objective

To develop a framework that supports and promotes consultancy initiatives at KCC Institute of Technology and Management, Greater Noida, UP, India.

Eligibility

The policy shall be applicable to every member of the faculty and staff at KCC Institute of Technology and Management.

Pre-Consultancy Support

Faculty members involved in consultancy projects may avail on-duty leave for industry visits and formulation of the scope of work, ensuring that such engagements do not conflict with their academic or administrative obligations at the institute.

Process

- The organization requiring consultancy services from the faculty or department shall submit a request to the Director, providing all relevant details.
- On receiving the request from the industry/organization, the Director shall inform the Head of the Department (HOD) concerned.
- The HOD shall nominate the faculty member(s) with the required expertise and forward the recommendation to the Director for approval.
- Faculty members approached directly for consultancy work must seek and obtain prior approval from the Director before starting the work.
- A Memorandum of Understanding (MoU) may be signed between the department and the industry/organization to formalize the consultancy project, including its objectives, scope, and associated financial arrangements.
- The faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Director through the head of department.

Publications

Publications based on consultancy projects shall indicate the faculty affiliation with KCC Institute of Technology and Management and acknowledge the facilities and support provided by the institute.

Intellectual property Rights (IPR)

Patents arising from consultancy work if applicable shall be jointly published on the name of the authors and the institute.

Policy for Revenue Sharing in Consultancy

Institute facilities and resources may be used for consultancy work and must be charged with consultancy amount. Revenue sharing between staff and institute shall be as given below, after deducting all actual expenses incurred in it.

S. No.	Particulars	Staff	Institute
1.	For the use of institute resources and facilities during testing or related activities.	24%*	76%
2.	For delivering consultancy services, including expertise and solutions to address issues faced by organizations or industry.	80%	20%

* Distribution of funds among staff: Lead Faculty: 10%, Supporting Faculty: 8%, Peon: 3%, Driver: 3%.