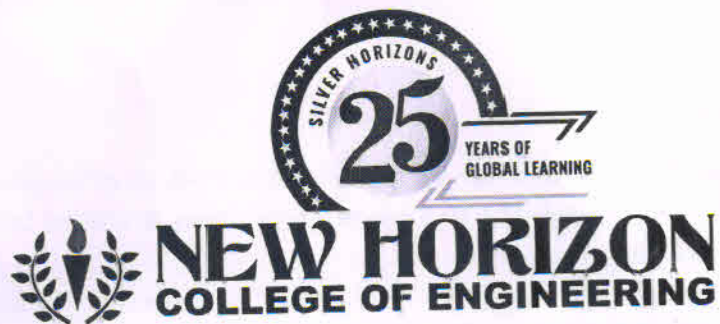




CONSULTANCY POLICY (CP)

1. Policy Statement

New Horizon College of Engineering (NHCE) has strong focus on meaningful research and consultancy activities which should benefit society. It believes that expertise gained by the institution in these arenas should benefit larger part of the society.

2. Aim & Objective

The purpose of this policy is to permit consultancy and project/work in industry, corporate sectors and other organizations. The faculty member may use material resources of the institution for such Consultancy Work. The Institution shall share the monitoring benefits occurring out of such work/association/assignments with the concerned faculty member.

3. Scope

This applies to all the faculty member who undertake consultancy projects in the name of New Horizon College of Engineering, including work carried out at institution, other sites and internationally.

4. Consultation Activities

The following activities will fall under the consultancy

1. For development of a product/part of product or services for any individual industry or organization external to the institution shall fall under consultancy where one or more NHCE faculty member work for such development for a pre-agreed cost and period.
2. For modification, augmentation or alteration of any product or process or services where one or more NHCE faculty member extend their active participation for such job.
3. Any kind of professional advice given by one or more NHCE faculty member to external organization/firm/individual for a pre decided cost and time.
4. Any research work/ IPR related services undertaken by one or more NHCE faculty member for any external individual or organization to develop product or process or services.
5. Conduct of any special courses, chairing/participation in organized activities, delivery expert advice/discourse for a fee to any outside organization/individual.
6. Any royalty of fees received for any Intellectual Property by a staff and any fees received from outside.
7. Case study or data survey for any organization, trust or NGOs.

5. Consultancy Process

- Department of Research & Development of New Horizon College of Engineering will be the nodal agency for any consultancy activity in the institution. It will be the custodian of all documents for consultancy.
- Any faculty member may initiate the ground work and explore such possibilities. After the basic ground work, it should be reported to Department of Research & Development who will put it on their record.
- Department of Research & Development will do the initial survey/preliminary inquiry and put up the matter to the Principal who may form a team for further discussion with the client or he may himself discuss it with the client. After the negotiation and on arrival of agreement, agreement will be signed by the client and Principal on behalf of the Institution.
- The payment received for consultancy will be deposited by the client/R&D in Institution bank account as per terms of the agreement. In case of faculty and/or Institution faculty member going for chairing an expert session, expert discourse on behalf of the institution agreement form will not be raised.

6. Contingency and Incidental Expenses

Any contingency expenses incurred in respect of consultancy project will be met from the funds received from the same consultancy project. The fund left after deducting such expenses will be considered as net gain from the consultancy work.

7. Appraisal Report

Consultancy work done by the faculty member will be considered in the Self Appraisal of the faculty member as per the Self Appraisal Policy.

8. Closing Report

After completion of the consultancy work a detailed report will be submitted by concerned faculty member in writing to Department of Research & Development in which he/she should mention complete details of work, resources of institution used, resources from outside, results, and feedback of the second party for whom the task was undertaken.

9. Sharing Policy

Non-utilization of Institute facilities: 70% of the surplus revenue after deducting all the expenses for project completion, will be shared by the team members of the project if Institution resources / laboratories are not used.

Utilization of Institute facilities: 30% of the surplus revenue after deducting all the expenses for project completion, will be shared by the team members of the project if Institution resources / laboratories are used for carrying the consultancy work.

10. Incentives

Faculty member will be eligible for the Incentives as per the Sharing Policy mentioned above. To claim the same, the faculty member needs to fill the incentives form (Claim form 1) along with documentary evidences and submit to department of Research & Development for further process.

A handwritten signature in blue ink, appearing to read "Revathi", written over a horizontal dashed line.

Dean R&D

A handwritten signature in blue ink, appearing to read "Naigul", written over a horizontal dashed line.

Principal