

# **BABA FARID**

## **GROUP OF INSTITUTIONS**

Bathinda, Punjab (India)

## **Policy & Regulations**



# **CONSULTANCY CELL**

## ABOUT US

**Baba Farid College of Engineering and Technology** is managed by Baba Farid Vidyak Society, founded in 1994 under the kind patronage of prominent educationists of Malwa Region of the State of Punjab. The institute offers a host of hi-tech ultra-modern facilities to ensure quality education for its students. As a Premiere Educational Institute, Baba Farid College of Engineering & Technology emphasizes imparting practical skills to the students to make them ready to take up the challenges in the digitalized transformation of technical education. With the support of up-to-date labs, excellent infrastructure and qualified faculty the college is committed to providing quality education. We strive to strengthen further our research programs as well as our relationship with the industry by supporting our faculty and students to work on sponsored research and industrial projects and consultancy. We encourage collaborative programs, which enhance the interaction of our faculty and students with industry. BFCET Consultancy Cell undertakes design, research and advocacy projects in both public and private sectors. Consultancy Cell was established with a basic aim to provide quality service & solutions to technical problems at reasonable and affordable rates as a service to society in general and the Engineering fraternity in particular. Office of Dean Consultancy provides administrative and managerial support for the operation of Sponsored research, In-house Projects, Consultancy and other activities of the institute. It promotes and manages Institute-Industry interaction and provides a helping hand in establishing collaborative programmes of interest to the Institute and Industry. Faculty and students are encouraged to take up hands-on industrial problems as consultancy projects to enrich their problem-solving skills. The college through its faculty and the technical staff handles such requests from the industry or any external agency and provides the solution to such requests. Educational Institution/ Industry/ External Agency may contact our consultancy cell for getting solution & services in all division of engineering and technology offers in the Institution.

## CONSULTANCY

Consultancy is essentially a knowledge-based profession and Investigators play an important role in technological, industrial and economic development and are effective agents of change in society. Over the years, consultancy capabilities have grown in several sectors, public and private and more recently a number of foreign Investigators have also started operations in India. However, the domestic consultancy capabilities need to be strengthened and skills are upgraded continually in several sectors since the consultancy profession growth in India has not kept pace with the industrial and economic developments over the years. Consultancy plays an important role in providing a competitive edge to an organization. The intangible assets of an organization such as technical know-how and expertise of the staff, are today, often more valuable than its physical assets. Over the last few decades, legitimate appreciation of the commercial value of technical know-how has grown both within the academic/non-academic community and in the society at large. The pace of development of the human mind, resulting in new and useful inventions, initiated a need for a central policy in determining the course of the creation, protection and commercialization of technical know-how in the Institution in the form of consultancy services which are now not only being used as a tool to share the knowledge, generate revenue but also to build strategic alliances for the socio-economic and technological growth. Keeping in view the importance of higher education in spawning societal changes and transforming the economic fortunes of a country by emphasizing innovations, Baba Farid College of Engineering and Technology, Bathinda has taken several measures for promoting innovative academic research and technical innovations by encouraging inter-disciplinary research through industry collaborations.

Keeping in mind the intellectual strength of Baba Farid College of Engineering and Technology, Bathinda, growing awareness about the innovative research of commercial value and the need for collaboration with other organizations for mutual benefits, the Consultancy rules have been formulated to guide the Full-time faculty, Core Research Scientists, Engineers of Departments/Centres/Schools, etc. and any other Professionally/Technically well-qualified employees of Baba Farid College of Engineering and Technology, Bathinda, interested in the consultancy work. This document specifies the rules and norms of Baba Farid College of Engineering and Technology, Bathinda regarding consultancy and obligations depending upon the nature of consultancy. The rules laid down in this document are expected to fulfil the commitment of the institution to promote academic freedom and provide a conducive environment for research and development of commercial importance.

## **Scope of Consultancy Services offered**

- ❖ Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the institution.
- ❖ Consultancy services offered may cover a variety of activities such as Structural Design; Designs & Analysis; Land Surveying; Project Planning & Management, Website Designing, Testing of materials; Technical & Financial audits; Load forecasting and Load Calculation; Cloud computing; General Troubleshooting of manufacturing industries, Intensive efforts for transfer of highly-focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.
- ❖ Technical infrastructure / Computational facilities of the institution may be offered to undertake the outside work of the clients. The use of the physical infrastructure of the institution purely for Rent Purpose will not be covered under consultancy work.
- ❖ Testing & Evaluation services are to be normally offered in selected specialized areas. In order to meet the needs of clients, routine testing services may also be offered.

## **Consultancy Project Categories**

### **❖ Category I: Expert Advice and R&D Consultancy**

This type of consultancy will be Expertise intensive and based on the expertise of the Investigator.

### **❖ Category II (A): Testing Consultancy**

This type of Consultancy will involve testing of sample/component/product against a standard. The institution will undertake testing jobs provided testing facilities and expertise are available in the institution.

### **❖ Category II (B): Structure Design & analysis Consultancy**

This type of Consultancy will involve the design of the residential building, commercial building, long span institutional buildings, industrial and factory buildings, roof truss design etc., Stability analysis, Layout planning & foundation design for telecommunications tower and its facilities like shelter, DG, security cabins etc., design of retaining structure like water retaining structure sump, ESR etc., Seismic evaluation of existing structure for new loading etc., Third-party auditing for Telecommunication towers etc.

### ❖ **Category III: Service Consultancy**

This type of Consultancy will involve the use of the institution's facilities/Software/Hardware and other Technical, Physical infrastructure by the client. For example, use of software/hardware by the outside students, researchers, scientists, engineers, etc. or use of computers / technical manpower and other infrastructure of the Institution for the conduct of online/offline examinations or tests; and other e-services.

### **Who can be the Investigator(s)?**

There shall be a Principal Investigator (PI) in every category of consultancy project who will act as a team leader. The office of Dean Consultancy will communicate with the Principal Investigator only regarding the consultancy project. The Investigator must fulfil the following eligibility criteria for undertaking a consultancy project in the respective category.

### ❖ **Category I: Expert Advice and R&D Consultancy**

Full-time regular faculty, Core Research Scientists, Engineers of Departments/Centres/Schools, etc. and any other Professionally & Technically well-qualified employee of the institution may take up the consultancy work in this category. However, the Principal Investigator in this category shall be a regular Faculty member of the parent institution. In addition to the academic qualifications in the relevant field, the Investigator(s) must possess the expertise and proved credentials (in terms of published research work/R&D experience/ relevant certification recognized by Govt. of India / practical experience in the relevant field, etc.) in the area of the consultancy work.

### ❖ **Category II (A&B): Testing & Structure Design & analysis Consultancy**

Full-time regular faculty, Core Research Scientists, Engineers of Departments/ Centres / Schools, etc. and any other Technically well-qualified employee of the institution are eligible to take up this category of consultancy work. However, the Principal Investigator in this category also shall be a regular Faculty member of the parent institution. The Investigator(s) must possess the practical experience of handling and operating the testing equipment and structure design & analysis. The Principal Investigator(s) must have the capability to interpret the results obtained through testing and analysis.

❖ **Category III: Service Consultancy**

Full-time regular faculty, Core Research Scientists, Engineers of Departments/Centres / Schools, etc. and any other Professionally/Technically well-qualified employee of the institution are eligible to take up this category of consultancy work either as a Principal Investigator(s). The Investigator(s) must be well versed with the use of Software / Hardware /delivery of e-services and other technical infrastructure required for the consultancy work.

## **GENERAL CONSULTANCY RULES**

- ❖ The services of regular employees of the **Institution means Baba Farid College of Engineering and Technology (BFCET)** will be utilized for the execution of the consultancy projects provided it does not affect at any cost their primary functions and responsibilities to the Institution.
- ❖ Consultancy assignments must not have any adverse impact on the ongoing academic, research, official and administrative activities. Further, such assignments need to be carefully scheduled in light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be spelt out in the proposal form.
- ❖ Outstation travel on Consultancy Assignments will be undertaken with the prior approval of the Principal, BFCET with the recommendation of Dean Consultancy, BFCET, under intimation to the Head of the Department / Office concerned. TA-DA, expenses towards boarding and lodging, etc. as per entitlement of the Principal Investigator shall be admissible as per Institution rules. However, depending on the urgency of the consultancy work and the consent of the client, the Investigator(s) may claim TA-DA irrespective of his / her entitlement as per actual on the production of original tickets/ bills. All these expenses will be met out of the concerned consultancy project funds.
- ❖ No ceiling limit has been prescribed for undertaking consultancy projects provided consultancy work does not interfere with the normal teaching research/official work in the Institution and other duties of the Investigator(s) and the associated staff.
- ❖ All purchases/procurement under consultancy projects shall be made as per norms prevailing in the Institution. In case of equipment that is to be carried outside the Institution, the same should be insured before it is taken out.

- ❖ All payments for consultancy work must come in the name of **Consultancy Cell, Baba Farid College of Engineering and Technology, Bathinda payable at Bathinda**. The Institution will then do the needful for complying with statutory laws.
- ❖ All consultancy proposals must be sent under the signature of PI to Dean/Associate Dean Consultancy for endorsement and approval by Principal BFCET.
- ❖ **Project responsibility:** These projects are headed by a Principal Investigator (PI) and may have a Co-Principal Investigator (Co-PI) and the deliverables are the responsibility of the PIs. The Institution provides the PIs necessary support.
- ❖ The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority if required.
- ❖ After completion of the project, the final report should be submitted to the funding agency with a copy to the office of Dean Consultancy and the project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Institution.
- ❖ Students who are willing to work on consultancy projects may be permitted as per Institution norms to do so provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria and must be a part of the budget.
- ❖ **External Investigators in Consultancy Projects:** The services of external Investigators may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/ fee. The honoraria payable to external Investigators may not exceed 25% of the total consultancy fee specified in the Consultancy Projects Proposal.



❖ **Disagreements/Disputes**

- i. Any disagreement with the institution arising to any stage of a consultancy project will be resolved in the consultation with Dean/Associate Dean Consultancy, BFCET under the chairmanship of Principal BFCET only through mutual discussion.
- ii. In case of any dispute arising at any stage of the consultancy project between the Principal Investigator(s) and the sponsor/client (s), the Principal Investigator (s) will be responsible for the settlement of the dispute.
- iii. All legal action will be subject to jurisdiction at Civil Court at Bathinda.

❖ **Review-** These rules may be reviewed normally once a year.

❖ The project file will be closed with the submission of the Final Project Report & Final Settlement of Account etc.

❖ **Distribution** – The following is the revenue sharing policy.

	<b>Revenue Share of the Institution</b>	<b>Revenue Share of the Investigator(s)</b>	<b>Remarks</b>
Baba Farid College of Engineering and Technology (BFCET), Bathinda	<b>30%</b>	<b>70%</b>	<b>Category- I, Category- I -II (B) &amp; Category- III</b>
	<b>45%</b>	<b>55%</b>	<b>Category- II (A)</b>

**Note – Details of breaking of shares attached Annexure I&II**

**Head  
Civil  
Engineering**

**Head  
Mechanical  
Engineering**

**Head  
Electrical  
Engineering**

**Head  
Computer Science  
& Engineering**

**Associate Dean  
Consultancy Cell**

**Dean  
Consultancy Cell**

**Dean  
R&D**

**Principal  
BFCET**

**ANNEXURE-I**

**Distribution of Consultancy Amount (Category II(A))**

1. Client \_\_\_\_\_
2. Job Undertaken \_\_\_\_\_
3. Total Amount Received (A) \_\_\_\_\_
4. GST/Tax (B) \_\_\_\_\_
5. Total Contracted Amount (C)= A-B \_\_\_\_\_
6. Total College Share (D)=0.45 C \_\_\_\_\_
7. Remaining Amount (E) = 0.55 C \_\_\_\_\_
8. Total Expenditure (F) \_\_\_\_\_
9. Balance Amount for Distribution (G)= E-F \_\_\_\_\_
10. Amount to be distributed among Consulting Engineer/Investigator& Associated Staff (G)

S. No.	Name	Amount
I.		
II.		
III.		
IV.		

**Principal Investigator**

**HoD/Coordinator**

**Associate Dean Consultancy**

**Dean Consultancy**

**Accounts Branch**

**ANNEXURE – II**

**Distribution of Consultancy Amount (Category I, II(B)& III)**

1. Client \_\_\_\_\_
2. Job Undertaken \_\_\_\_\_
3. Total Amount Received (A) \_\_\_\_\_
4. GST/Tax (B) \_\_\_\_\_
5. Total Contracted Amount (C)= A-B \_\_\_\_\_
6. Total College Share (D)=0.30 C \_\_\_\_\_
7. Remaining Amount (E) = 0.70 C \_\_\_\_\_
8. Total Expenditure (F) \_\_\_\_\_
9. Balance Amount for Distribution (G) = E-F \_\_\_\_\_
10. Amount to be distributed among Consulting Engineer/Investigator& Associated Staff (G)

S. No.	Name	Amount
I.		
II.		
III.		
IV.		

**Principal Investigator**

**HoD/Coordinator**

**Associate Dean Consultancy**

**Dean Consultancy**

**Accounts Branch**