



Industrial Consultancy Cell (ICC) Policy Document

Industrial Consultancy Cell
Kakatiya Institute of Technology and Science Campus,
(An autonomous institute under Kakatiya University)
Yerragattu Hillock, Beemaram, Warangal – 50601, TS, INDIA

Mission and Vision of KITSW

Mission:

To make our students technologically superior and ethically strong by providing quality education with the help of our dedicated faculty and staff and thus improve the quality of human life

Vision:

- To provide latest technical knowledge, analytical and practical skills, managerial competence and interactive abilities to students, so that their employability is enhanced
- To provide a strong human resource base for catering to the changing needs of the Industry and Commerce
- To inculcate a sense of brotherhood and national integrity

Preface

Consultancy is the term which can be referred to a professional advising. It is to encourage and foster the ideals of professionalism in the Engineering field and to promote fellowship and ethical conduct amongst practicing Engineers. The consultancy is an important platform through which knowledge and expertise can be shared to develop professional and productive relations with the clients. In view of the above, a separate Industrial Consultancy Cell has been established by governing body to monitor the consultancy services offered by different departments to various Government and private organizations. It is therefore has become very essential to formulate a policy is to encourage staff and engage consultancy activities in appropriate manner. Laying out clear guidelines to execute consultancy service is a policy matter and the guidelines were thoroughly discussed by the governing body. The recommendations of the body were accepted which include procedure for assigning consultancy service to the staff, distribution of budget, documentation of reports in consonance with the fundamental principles of transparency, fairness, efficiency and accountability. To keep things specific, Industrial Consultancy Cell (ICC) would be business consultancy and following policy matter is laid by the governing body so as to facilitate the functioning of consultancy activities. Consultancy service is regarded as prestigious profession in the organisation (KITSW). Further, it is hoped that ICC would be a known choice for practical solutions to various disciplines of engineering.

Contents

Sl. No	Item	Page No.
1.	Vision and Mission	
2	General	1
3	Objectives	1
4	Rules for industrial consultancy	2
5	Expertise	2
6	Eligibility	3
7	Budgetary norms for consultancy	3
8	Distribution pattern	4
9	ICC committee	4
10	Regulations necessary for smooth running of the cell	5
11	Code of Ethics	6
12	Amendment of the Policy	7
13	Breach of the policy and misconduct	7

Mission and Vision of ICC

Vision:

To be the trusted organisation in providing outstanding consultancy services by using innovative technology, developing solutions to mitigate the issues and quality consulting services to the client

Mission:

- To provide the highest quality service to our clients by combining highly-skilled team members with our proven methodology.
- To strive to support our projects with the most advanced technology to ensure us to take advantage of the efficiency and accuracy that offers.
- To consistently improve our deliverables to our clients and add value to the organization.
- To be honest and trustworthy in providing quality consulting service to the clients

Industrial Consultancy Cell (ICC)

General

The ICC (KITS Warangal) is honoured to maintain relations with various and esteemed clients. The Cell is aimed at Industry - Institute Interaction by expanding the consultancy network of the departments, providing a platform to train the under graduate & post graduate students to face the real field problems and transferring the technology from academicians to field personnel and vice versa. To meet the requirements of industry a separate cell known as Industrial Consultancy Cell (ICC) is established on 01-01-2004 to take over the consultancy activities. The office of the ICC provides administrative and managerial support for the operation of industrial consultancy related activities of the Institute. It facilitates interaction with external agencies and also promotes Institute-Industry interaction. ICC mainly aims in improving their client's performance and drawing expertise from a variety of domains, to implement customised solutions for their clients. More specifically it would be examining the issues about various domains of engineering disciplines. In view of above, the cell is functioning by aiming at the following objectives.

Objectives:

- To act as a facilitating center in providing assistance for the faculty members in communicating with the external agencies.
- To promote revenue generating activities for the institution like laboratory testing, design and analysis.
- To cultivate the strong links with industry
- To promote various industrial activities by faculty
- To bring about MoUs and agreements with various industrial and research organisations in different fields and sectors to promote various modes of interaction.
- To organize Seminars, Workshops, training Camps through the Cell for the benefit of practicing engineers to update their knowledge.

Rules for industrial consultancy:

1. All routine testing using laboratory facilities of the departments will be handled at departmental level by ICC co-ordinator.
2. The rates of these routine testing shall be as per approved rates of the institute.
3. The rates for the consultancy charges shall be revised for every five years.
4. The distribution pattern of the consultancy charges shall be followed as per approval given by the institute.
5. The total amount of institute share from all types of consultancy will be used for institute development.
6. All consultancy fees should be received in the form of cheques, Demand Drafts and cash.
7. For projects involving only site visits for consultation work, charges will be decided at mutually acceptable rate which shall be based on extent and nature of work.
8. The travelling & daily allowance will be extra as per institute norms.
9. The faculty members going out for consultancy will be required to assure themselves that any of the Institute responsibilities are not hampered during the period of their non availability.
10. Completing the duties, in time will be the sole responsibility of the faculty engaged in consultancy.

Expertise:

The ICC offers expertise broadly in the following disciplines namely

- Civil Engineering
- Mechanical Engineering
- Electrical & Electronics Engineering
- Electronics & Instrumentation Engineering
- Electronics & Communication Engineering

- Computer Science & Engineering
- Information Technology
- Engineering Mathematics
- Engineering Physics
- Engineering Chemistry
- Master of Business Administration.

Eligibility

Any faculty of the Institution/Organization who are qualified in the required area and having expertise with completion of probation period shall be eligible to act as a consultant.

Budgetary norms for consultancy

The total agreed charges of a Consultancy will consist of the Institute share, actual expenses and the remuneration to be distributed to the faculty and staff and GST as applicable. The actual expenses should cover the following costs related to the work:

- Expertise in specific field
- Permanent equipment to be procured / fabrication of equipment or models.
- Consumable materials.
- Travel expenses in connection with the work.
- Charges to be paid for the use of specific equipment in the departments or central facilities.
- Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone.

Distribution pattern:

The ICC has to follow the given remuneration distribution pattern as approved by the governing body as and when it is necessary.

Sl.No	Item	Distribution (%)
1	Institute Share	33
2	Principal Office	7
3	Department Concerned	
	a) Teaching Staff	34
	Faculty Concerned (Consultants)	34
	b) Non-Teaching Staff	22
	Mechanics	20
	Attender	1.5
	Sweeper	0.5
4	ICC Office	
	Coordinator, ICC	2
	Office Asst. Typist	2

ICC committee:

The following committee is constituted for smooth functioning of ICC activities and other issues pertaining to Industrial Consultancy Cell.

Industrial Consultancy Cell Committee	
1.	Head of the Institute
2.	Dean Administration
3.	Professor In-charge, Industrial Consultancy Cell
4.	Faculty In-charge, Industrial Consultancy Cell

Regulations necessary for smooth running of the cell

1. The consultancy works should be done beyond the working hours of the Institute. Depending on the urgency of the work, the coordinator can assign to carry out the work without disturbing the academic schedule.
2. The work is allotted by the ICC coordinator to a faculty member based on his/her relevant qualifications, specialization & expertise.
3. The Lab Assistants/ Mechanics of various Departments interested in ICC works should register with ICC.
4. ICC being the college level service, the work can be allotted to any Lab Assistant/ Mechanic of the Institute based on the experience.
5. The consultant in coordination with the ICC coordinator can chose any Lab Assistant/ Mechanic.
6. Roaster method may not be necessary followed while allotting the work to Lab Assistant/ Mechanic.
7. All the payments (testing/field visits/Designs) shall be made in favour of ICC through a challan or demand draft in favour of Industrial Consultancy Cell.
8. The office assistant should acknowledge the receipt of the materials received pertaining to the work to the client.
9. The office assistant is responsible to hand over the materials to the respective mechanics allotted by the coordinator.
10. The materials are accepted only when submitted by the authorized tehcnical personnel (cadre above Asst. Engg.) of the department/organization, failing which the materials shall be procured from the site by a filed visit team constituted by ICC.
11. The Lab Assistants/ Mechanics should acknowledge the receipt of the materials received from the office assistant pertaining to the work.
12. The Lab Assistants/ Mechanics should submit the duly signed observation sheet of the allotted work to the consultant.
13. The consultancy work cannot be carried out without prior information of the consultant.

14. The consultant/Mechanic is held responsible to complete the work within the specified time mentioned by the coordinator.
15. All the field visits should be done beyond the working hours of the Institute with the prior permission of the Head of the Institute.
16. A field visit can be scheduled only when the client remits the respective amount well in advance in the ICC account.
17. The field visit team shall be constituted by the coordinator depending on nature and requirement of the work.
18. When ever the consultant/coordinator feels that the material supplied by the client is not relevant to the work, the consultant has right to collect the material from the work site, for which field visit charges are to paid by the client.
19. Whenever a consultant/Mechanic is found irregular and irresponsible in discharging works they are replaced from that consultancy work with suitable persons.
20. All the consultancy reports shall be dispatched to the clients address through a registered post with acknowledgement due, on client's charges.
21. In case of any discrepancy the decision of the head of the institute will be final.

Code of Ethics

The team involving in the consultancy activities shall adhere to the Code of Ethics of the Institute as outlined below.

- We will serve our clients with integrity, competence, independence, objectivity, and professionalism.
- We will only assign staff or engage colleagues with the knowledge and expertise needed to serve our clients effectively.
- We will treat appropriately all confidential client information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized people, and will not take advantage of proprietary or privileged information, either for use by ourselves, the client's firm, or another client, without the client's permission.

- We will offer to withdraw from a consulting assignment when we believe our objectivity or integrity may be impaired.
- We will agree in advance with a client on the basis for fees and expenses and will charge fees that are reasonable and commensurate with the services delivered and the responsibility accepted.
- We will not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to a client without that client's prior knowledge and consent, and will disclose in advance any financial interests in goods or services that form part of such recommendations.
- We will respect the rights of consulting colleagues and will not use their proprietary information or methodologies without permission.
- We will represent the profession with integrity and professionalism in our relations with our clients, colleagues, and the general public.

Amendment of the Policy

The Industrial Consultancy Cell (ICC) policy is implemented under the supervision of Head of the Institution. The policy shall be evaluated by the Industrial Consultancy Cell committee periodically and shall revise it after every five years.

Breach of the policy and misconduct

Failure to comply with this code may lead to stringent disciplinary action. Allegations of non-compliance with the policy will be dealt accordingly as per the code of misconduct.