



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

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CONSULTANCY POLICY

Policy statement

The AJIET consultancy policy fosters innovation and strengthens academia-industry collaboration, leveraging institutional expertise to generate revenue from industry and external sources. Projects align with our objectives, ensuring financial viability and enhancing teaching and research excellence, ultimately benefiting student placements.

Scope of the policy

The scope of this policy encompasses all consultancy activities conducted within the Institution's purview, including those led by employees and contracted consultants. It serves as a comprehensive framework guiding the planning, execution, and oversight of these activities to ensure alignment with the Institution's principles and objectives. By outlining clear guidelines and expectations, this policy aims to uphold standards of integrity, professionalism, and quality across all consultancy engagements. Additionally, it facilitates effective management of resources, promotes collaboration with external partners, and contributes to the Institution's mission of fostering innovation and excellence in teaching and research.

Objectives and functions of consultancy cell:

- To foster collaboration between the institute and industry, ensuring faculty engagement in real-world problem-solving.
- To support faculty members in actively participating in consultancy activities, to contribute to economic and social development by applying academic insights to industry issues, fostering innovation and impact.
- To align research efforts with industry needs, promoting applied research with direct relevance to practical concerns.

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Roles and responsibilities of the chief coordinator consultancy

A Chief Coordinator Consultancy is responsible for managing and overseeing consulting projects within the organization, his main responsibilities include:

1. Visit various organizations and industries to explore and secure consultancy projects across all the branches of the institute.
2. Identify and build a team comprising of dynamic faculties and students from various departments and ignite the consultancy work culture to work voluntarily for extended hours.
3. To organize and attend stakeholder meetings, acting as a link between clients and the consulting team to determine project objectives, expectations and manage resources efficiently.
4. Generating fund/revenue by getting consultancy projects, keeping projects on track, within budget limit and ensuring that projects meet quality standards, increasing the project profitability, reducing expenses and risks.
5. Establish connections with entrepreneurs, industry experts, and other investors to gather insights and potential investment opportunities also placement opportunities for our students.
6. Explore partnerships with accelerators, incubators, or industry associations to access a diverse pool of projects and generate funds.
7. Identifying existing issues, analysing specific needs of research, and collaboratively reframing goals to ensure they are realistic and aligned with the client's vision, ultimately aiming to meet client satisfaction.
8. Conduct thorough research on various third-party projects across different industries and analyse the projects' financials, market trends, competitive landscape, and growth projections.
9. Develop actionable plans for implementing recommended changes and provide staff training of the institute to facilitate a smooth adaptation to the proposed improvements.
10. Obtaining proper consent from management before taking up any consultancy project, regardless of its volume, is crucial for transparent communication and alignment with the organization's goals.
11. Chief Coordinator Consultancy has to plan systematically to see that all departments including CSE, ISE, ECE, ICB, AIDS and AI&ML should contribute and to take up development and testing projects to support software industries. Further to see that good amount of revenue should be generated to college.
12. You are required to submit progress report once in 15 days to Principal.



Principal

13. While visiting any industry/colleges/organizations/Govt. offices/construction company TA & DA will not be covered by the college.
14. You are required to submit clear road map and action plan (in two days) by defining scope, goal setting & expected revenue and submit a detailed progress report once in 15 days to Principal.

Policy Guidelines

1. Complete details of consultancy services extended, shall be recorded in the respective department.
2. Any consultancy proposal received by a faculty/Industry etc. should be brought to the notice of Principal for recommendation/approval.
3. All payments for consultancy shall be routed through AJIET only this means, that whenever payments are done, they should come in the name of the AJIET, electronically into the designated bank account and AJIET will then do the needful for complying with statutory laws and then give the share to the faculty/staff as the case may be.
4. **The consultancy work should begin only after the payment is made, after producing the receipt of payment, the respective work can start.**
5. No individual faculty member shall receive any compensation either cash or in-kind directly.
6. You are required to submit a clear road map and action plan.
7. AJIET reserves the right to reject any consultancy, without assigning any reasons.
8. Any faculty/staff found violating the policy is liable to face disciplinary action.

The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.

for **A.J. Institute of Engineering & Technology**

For LAXMI MEMORIAL EDUCATION TRUST (R.)
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

President

President

Date: 10/12/2016

Principal

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