



**Saraswati Education Society**  
**Saraswati college of Engineering, Kharghar**

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**Rules/Policy Document for Consultancy Projects,  
Sponsored Projects, Training Programmes and CEP's**

Industrial consultancy is vital in the growth of any Organization imparting higher technical Education. Continuing education enables us to reach to the outside world and contribute towards societal improvement at large. SCOE aims to be in the forefront of all these activities and thus be an aid in the national Growth.

**Norms for consultancy and Industrial projects: Type A**

Consultancy and industrial projects would only be accepted after approval through proper channel. SCOE would enter into any such industrial project or provide consultancy to it by signing proper consultancy agreement between the two parties. Such agreement would clearly mention the terms and conditions, financial aspects and related terms involved, institute liability, legal aspect, time constraints, deliverables, and limitations of the project consultancy agreement. The Document would be signed by the Faculty/Staff, Head of the organization and the competent authority from the other party in agreement.

Consultancy projects would be taken up by the departments of the institute shall be examined from the point of view of science and technology content and its likely benefit to the academic and R&D activities at the institute, which can in turn influence Quality and standard of academics at SCOE.

Every project proposal would be examined and approved by institute level committee before it is being accepted for being conducted. The committee would consist of

- Principal SCOE ( Chairman )
- Head R&D ( convenor)
- concerned Head of the Department ( Advisory member)
- Technical Expert in the subject area ( nominated by Principal SCOE) (Advisory member)

The Department R&D Coordinator would maintain the documentation /Records of such committee meetings. The Department R&D Coordinator would further fix and schedule such meetings as and when required and send invitations to the chairman, convenor, Advisory members and invitees as per everyone's convenience, the minutes of such meetings would be officially recorded.

The faculty members proposing to take up the consultancy work would be termed as invitees at such meetings and they would be required to make a presentation of the consultancy proposal. In case of testing the concerned faculty may present the case.

The work shall be classified as Class A type of work if it adheres following constraints:

- Type A : consultancy and industrial Projects ( Individual / Joint)
- A1: That do not require laboratory Facilities
- A2: That require laboratory Facilities

#### **Norms for Training Programmes and CEP's: Type B :**

Individual Faculty members or departments may take up Training program. Such continuing Education program undertaken by the Department or individual faculty need to be presented in front of Principal SCOE. The proposal to arrange such a Training program should contain the need and necessity of such training program, The Trainers and their academic and trainer profile, Module wise syllabus, Time scheduling, Fees, Evaluation method of the trainees at the end of training, Certificate Sample, Advertising Leaflet, Venue, Requirements and human resource support from the organization as may be required. The head of the institution would examine and approve such proposal if found suitable and in the interest of the trainees and the organization. The organization would enter into a formal agreement if the training is arranged by an Outside individual / Organization or a faculty which would mention the resources that would be provided by the institute and the revenue sharing aspect thereof.

The said training programmes can be offered to people/Students/ outside faculty from outside of the college and outside organizations in non academic hours.

The said consultancy shall be classified as Type B if it is subjected to following constraints.

- Type B: Training courses and Continuing Education programs (Individual or Joint)  
Offered for inside or outside participants
- B1 : Imparted by Institutes manpower
- B2 : Imparted by outside agency

**Revenue Sharing:**

The Revenue sharing here implies the difference of income and expenditure.

Type A: consultancy and industrial Projects (Individual / Joint)

- A1: That do not require laboratory Facilities
- A2: that require laboratory Facilities

Type B: Training courses and Continuing Education programs (Individual or Joint) Offered for inside or outside participants

- B1 : Imparted by Institutes manpower
- B2 : Imparted by outside agency

Type	Revenue sharing in percentage			
	Institute	Principal	HOD	Faculty /Staff
A1	40	5	5	50#
A2	50	5	5	40#
B1	40	5	5	50#
B2	80	5	5	10#

#: Indicates that such a revenue would be shared within the faculties if more than one (should be clearly mentioned in agreement paper also).The Faculty who brought the consultancy should also be considered in it).

The revenue would be deposited in the account of Principal SCOE by cheque/draft/Cash (Small amount)less than Rs/- 5000).The Account section would divide the revenue as per the instruction of the Undersigned authority and table as mentioned above.

The Institute Share would be retained by the institute in the principals account and the remaining amount would be disbursed in the form of cheque/draft/Cash (Small amount)less than Rs/- 5000) to the concerned ( Principal share/ HOD share/ Faculty or staff share).

The Account section would also issue a revenue disbursement certificate mentioning all the shares including the institutes share for records to be kept be the respective departments.

Proposed By

Reviewed and approved by

**Dr.S.M.Sabnis**  
**Head R&D**

**Dr. Manjusha Deshmukh**  
**Principal**