



Date: 30<sup>th</sup> Aug2023

## **Consultancy/Sponsored Research Policy**

1. **Preamble:** KIM is establishing this Consultancy Policy to motivate faculty participation in consultancy projects which are institution or faculty-initiated. Consultancies for a management school is important in terms of competency development, faculty exposure and keeping abreast of the changes and the challenges industry and society faces. This helps in delivering a higher teaching value proposition by bringing live experiences to the classroom and engaging students in multiple ways. It also provides enhanced branding apart from revenue opportunities for the stakeholders. The National Education Policy also complements this in many ways and this policy is an important component of national and international accreditation requirements.

2. **Introduction:** Kirloskar Institute of Management (KIM) recognizes the significance of fostering strong connections with the government and corporate sectors to enhance industry-academia collaboration, promote knowledge exchange, and contribute to societal development

### **3. Policy Objectives:**

The primary objectives of this policy are:

- a. To facilitate faculty engagement in consultancy projects to foster practical knowledge exchange and contributing to real-world problem-solving.
- b. To utilise the expertise and host specialised facilities for the mutual benefit of academia and industry.
- c. To enhance the reputation of KIM as a knowledge hub by delivering meaningful contributions to government and corporate organizations.
- d. To enhance the accreditation score of KIM through a demonstrated commitment to industry collaboration and practical application of knowledge.
- e. To provide opportunity to students for experiential learning profession and work in an problem solving environment and improve the program outcomes.

### **4. Policy Guidelines:**

- a. **Faculty Consultancy Engagement:** All full-time faculty members at KIM are encouraged to participate in consultancy projects. The annual mandated institutional target is envisaged as each institute having an annual project count of one-third of the full-time faculty count.
- b. Non -teaching member who is eligible through his/her experience, education may also take up a consultancy under the below mentioned guidelines.
- c. The policy also mandates that employees engaged in consultancy/sponsored research projects should ensure that these do not in any way impact the discharge of their duties.

### **5. Project Identification and Approval:**

- a. Faculty members are encouraged to identify potential consultancy projects aligned with their expertise and the institute's focus areas.
- b. The proposed consultancy projects must be submitted to the designated dean and the Consultancy Committee for approval. The Committee shall assess the project's relevance, feasibility, and potential impact and then recommend to the Director its approval or rejection.
- c. With the consent of the Dean, committee and the Director, the job shall be assigned to an individual competent faculty/ group of faculties/ students to undertake the work.
- d. A detailed proposal report shall be prepared as per the details given in 8.0



- e. All Consultancy, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of KIM availed, shall be considered as KIM's Consultancy, not of any individual. However, the consultancy Projects can be categorized as: 1. Regular Consultancy and 2. Research Consultancy.
  - f. Approved projects should align with KIM's mission. The Institute reserves the right to accept/reject proposals in the event it does not meet the strategic/ethical requirements.
6. If any individual obtains the consultancy, the MOU entered will be in the institutes name the profit shall be shared as per item: 13. Surplus Revenue sharing
- 7. Industry Collaboration:**
- a. KIM shall actively establish and nurture partnerships with government bodies, corporate organizations, and industry associations to identify consultancy opportunities.
  - b. Faculty members are encouraged to collaborate with external stakeholders to co-create and implement consultancy projects.
8. **Student Engagement:**
- a. Wherever feasible and relevant, faculty members should involve students in consultancy projects to provide them with experiential learning opportunities. This will need prior approval from the director/dean academic.
  - b. Students, engagement should be well-structured, supervised, and aligned with the project's goals.
  - c. Proper documents should be maintained for students' attendance and their contribution to the consultancy.

**Reporting and Documentation:**

- a. Faculty members engaged in consultancy projects shall maintain detailed records of project proposal, activities, timelines, outcomes, impacts, project reports, case studies, research papers, and any other relevant outputs.
- b. **The project proposal shall include the following:** ( A proposal template is available as annexure.)
  - Name of the company, short information (address, email id, manufacturing, or service provider etc.) Contact person and his/her details (designation contact number and email id)
  - Cost of equipment, consumable material & books (The total cost should be limited to 20% of the total value of the Consultancy)
  - The Overhead for the use of institute infrastructure like classroom space electricity, projector, computer etc. (This overhead must be 30% of the total Consultancy charge)
  - Cost of travel expenses are to be borne by the Client directly. If no rates are settled, then in the project proposal travel needs to be included and estimated costs need be given for actual national/International travel. The payment will be made as per institute's rules under the head TA/DA.
  - In case the work is published / patented, the rights shall remain with the institute.

**9. Progress Monitoring and Closure of Project**

- a. The chief investigator will maintain a copy of all communications exchanged with the client.
- b. Status report will be reviewed and presented to the client and confirmation of receipt should be obtained. Client feedback as to the progress is mandatory in writing.
- c. The committee will oversee the progress at defined intervals and note their observations.
- d. All financial transactions will be recorded with supporting documentation and bills and prepared for an audit at the end of the project and for GST reconciliation.



- e. The final report will be submitted to client after a peer-review is conducted and acknowledgement of receipt obtained.
- f. A certificate from the client that the work has been completed satisfactorily is required
- g. In case the client is not satisfied, it lies on the Consultant/faculty to satisfy the client or ask the institute to refund the charges to the client as per the agreement with an accompanying document explaining the situation and the problems identified in non-compliance which the committee will review and send its recommendation to the Director
- h. In case the work is published / patented, the rights shall remain with the institute.

## **10. Monitoring and Review**

The implementation of this policy, including faculty engagement in consultancy projects and compliance with AICTE norms, shall be monitored by a designated committee. Periodic reviews will be conducted to assess the policy's effectiveness in achieving its objectives.

## **11. Amendments**

- a. The policy may be subject to amendments based on changing regulatory requirements or institutional priorities.
- b. Any proposed amendments shall be reviewed and approved by the institute's governing body.

## **12. Recognition and Incentives**

- a. KIM shall recognize and celebrate the achievements of faculty members who excel in consultancy projects through awards, certificates, acknowledgments and remuneration.
- b. Faculty members may be eligible for incentives or additional remuneration based on the significance and impact of their consultancy contributions at the discretion of the director

## **13. Surplus Revenue sharing**

- a. After the successful completion of the project, a statement of accounts will be prepared to include all income and expenses related to the project and a “**surplus revenue**” figure will be arrived at. (net of all GSTs)
- b. The **surplus revenue** will be apportioned as follows:
  - i. If the project was KIM initiated, then KIM retains 60% of this amount and the faculty team will received 40%. The individual share of this revenue will be determined by consensus of the team.
  - ii. If the project was faculty initiated, then KIMS retains 40% of this amount and the faculty team will receive 60%. The individual share of this revenue will be determined by consensus of the team.

## **14. Amendments**

Any proposed amendments to this policy shall be reviewed and approved by the institute's governing body. Changes may be made to align with evolving AICTE norms, accreditation requirements, or the institute's strategic priorities.

**Date of Implementation: Academic year 2023-25 Policy Review Date: April 2025**



APPLICATION FOR APPROVAL FOR CONSULTANCY/SPONSORED RESEARCH PROPOSAL			
TITLE	CONSULTANCY/SPONSORED RESEARCH: TITLE:		
SPONSOR (NAME, ADDRESS CONTACT DETAILS)			
ESTIMATED BILLING VALUE RECEIVED/ SUBMITTED	VALUE: RS + GST TOTAL: STATUS: APPLIED/APPROVED IN FULL/APPROVED WITH REDUCTION NET VALUE AGREED		
WORK LOCATION			
PROJECT DURATION	START:	FINISH:	NO. OF DAYS
FACULTY APPLYING	PRINCIPAL/LEADER	CO1:	CO2
BUDGET ESTIMATES			
ITEM	PHASE 1	PHASE 2	PHASE 3
EQUIPMENT, BOOKS CONSUMABLES ( MAX 20% PERMITTED)			
INSTITUTE INFRA USE APPORTIONMENT ( MINIMUM 15%):			
TRAVEL COSTS			
MEALS AND SUNDRIES			
CONTINGENCIES			
SUPPORT STAFF: CASUAL			
STUDENT EXPENSES (CAPPED Rs. 500/- DAY AND NOT TO EXCEED Rs. 10,000/- APPROVAL NEEDED FOR HIGHER AMOUNTS)			
TOTAL			
ESTIMATED SURPLUS AT THE END (BILLING VALUE LESS 3 PHASES)			
ADVANCE IF ANY NEEDED			
Signature	Signature		Signature
Principal Investigator	Verified by:		Approved by:
Date	Date		Date

This template is for guidance. An excel sheet shall be prepared.