

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
INDIRA GANDHI SPORTS COMPLEX, I.P. ESTATE, NEW DELHI-110 002
RJD BUREAU, NBCC Bldg, 4th Floor, East Tower, Bhishma Pitamah Marg,
Pragati Vihar, New Delhi - 110 003

F.No.: 8020/RID/IIPC (10.) /2008-09

29 December 2008

The Drawing and Disbursing Officer,
All India Council For Technical Education,
7th Floor, Chandar Lok Building
New Delhi - 100 001

Sub: Release of grant-in-aid under Industry Institute Partnership Cell (IIPC) Scheme for the financial year 2008-09.

Sir / Madam,

I am directed to convey the sanction of the Council for payment of Rs. 800000 /- (29 December 2008) during 2008-09 under the scheme of IIPC as Grant-in-aid to ASANSOL ENGG COLLEGE, . . ASANSOL- (WB) for meeting the expenditure for implementing the Scheme as per details given below:

Name and address of the Institution : ASANSOL ENGG COLLEGE
ASANSOL

Name of the Chief Coordinator : SAMEER K. ROY

Grant-in-aid to be released : Rs. 800000/-

(a) Non-Recurring Grant-in-aid : Rs. 400000/-

(b) Recurring Grant-in-aid : Rs. 400000/-

Approved Duration : 3 Year (subject to annual review & satisfactory progress)

The sanctioned grant-in-aid is debitable to the major Head IIPC PLAN GRANT and is valid for payment during the financial year 2008-09

2. The grant-in-aid of the grant shall be drawn by the Drawing and Disbursing Officer (DDO), All India Council For Technical Education, New Delhi on the Grants-in-Aid bill and shall be disbursed to and credited to the Registrar / Director / Principal, ASANSOL ENGG COLLEGE, . . ASANSOL- (WB) through demand draft/cheque.

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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
RID BUREAU: NBCC Bldg, 4th Floor, East Tower, Bhishma Pitamah Marg,
Pragati Vihar, New Delhi - 110 003

GRANT-IN-AID-BILL

1. Name of the Beneficiary Institution : ASANSOL ENGG COLLEGE
ASANSOL- (WB)
2. Chief Co-ordinator name : SAMEER K. ROY
3. Sanction letter No. & Date : 8020/RID/IIPC (10.) /2008-09
5. Amount to be released : Rs. 800000/-
6. Purpose of grant-in-aid : Implementation of IIPC project
7. Head of account : IIPC. PLAN GRANT
8. Name of Authorized Officer : Registrar/Principle/Director
(Registrar/Director/Principal in
whose favour Cheque/Demand Draft/
Mail Transfer is desired)
9. Name of the Bank and A/c no. of
beneficiary Institution

Received the grant-in-aid of Rs. 800000/- (RUPEES EIGHT LACS ONLY) under IIPC Scheme Project sanctioned vide Council's Sanction letter No. 8020/RID/IIPC (10.) /2008-09 Dated: 29 December 2008 (copy enclosed) for disbursement to the Registrar / Director / Principal, ASANSOL ENGG COLLEGE, , , ASANSOL-(WB).

Certified that :

1. The conditions of the grant have been accepted by the grantee institution.

Wadeesh R Gupta

Prof. WADEESH R GUPTA
Signature *Wadeesh R Gupta*
All India Council for Technical Education (AICTE)
4th Floor, East Tower, NBCC Block
Bhishma Pitamah Marg, Pragati Vihar,
New Delhi-110 003

(for use of grant-in-aid section of the Finance Bureau, New Delhi)

Pay Rs. _____ (Rupees _____ only)

Accounts Officers/ DDO

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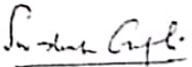
- 3 The date of release of the grant by AICTE shall be taken as the date of commencement of the project. The Registrar/Director/Principal shall intimate about the receipt of the grant to AICTE.
4. Each project sanctioned by AICTE is assigned a specific file no. which is mentioned above. All correspondence addressed to AICTE regarding the project must quote this number along with year of sanction of the project, otherwise the correspondence may not be entertained.
- 5 The Institute/College/University shall not charge any overheads on this project and will provide all the administrative support for completion of the project.
- 6 The University / College/ Institute shall utilize grants on only approved items of expenditure and maintain proper accounts of the expenditure as per the norms/procedures of AICTE/Government of India.
- 7 The assets acquired wholly or substantially out of All India Council for Technical Education's grants shall not be disposed or encumbered or utilized for purposes other than those for which the Grant was given, without proper sanction of the All India Council for Technical Education and should at any time the Institution ceased to function, such assets shall revert to the All India Council for Technical Education.
- 8 The University / College/ Institute shall maintain an audited record of assets acquired wholly or substantially out of the grant and a register of assets shall be maintained by the Institute in the prescribed form, i.e. GFR-19.
- 9 The Utilization Certificate (U.C.) in the prescribed format supported by the statement of expenditure to effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the All India Council for Technical Education within one month of completion of financial year. It should contain the head-wise break-up of expenditure made from the grant-in-aid provided by the Council. An audited statement of expenditure and U.C. in the prescribed format shall be submitted to AICTE in due course.
10. The Annual progress Report in the prescribed format indicating the progress and the status of the grant-in-aid utilized in the previous financial year shall be submitted to AICTE not later than one month of the following financial year.
11. The Institute/College/University shall follow the terms and conditions as laid down by the Council from time to time.
- 12 The interest on the sanctioned grant-in-aid will be treated as part of the grant and shall be used for project purposes only and the same shall be mentioned in the audited statement of accounts.
13. The University/College/Institute shall fully implement the official language policy of Union Government in compliance with the official language act 1963 and official languages Rules 1976.

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F.No. 8020/RID/IIPC (10.) /2008-09

14. The Grantee Institution shall follow strictly all the instructions issued by the Government of India from time to time with regard to reservation of posts for Scheduled Castes and Scheduled Tribes.
15. The accounts of the University / Institution will be open for test check by the Council or Comptroller and Auditor General of India or by any officer designated by them.
16. The sanction issues in exercise of the powers delegated to the Council. It is also certified that grant-in-aid is being released in conformity with the rules and the Principles of the scheme.
17. The funds to the extent are available under the scheme.

Yours sincerely,


(Swadesh K. Gupta)
Advisor (RID)

Note: The prescribed formats for Annual Progress Report, Audited Utilisation Certificate, General Finance Rules and Progress Report of IIPC Cell are available in the application brochure.

Copy forwarded for information and necessary action to:

1. The Registrar / Director / Principal
ASANSOL ENGG COLLEGE
ASANSOL- (WB)
2. SAMEER K ROY
ASANSOL ENGG COLLEGE
ASANSOL- (WB)

Office of Director General of Audit,
General Revenue
AGCR Building
I.P. Estate New D. thi - 110 002

NOTICE

Date: 25.08.2010

As per decision taken in the IIPC Advisory Committee Meeting held on 14/07/2010 at 3:30 P.M in the Conference Room of the college, a consultancy rule book has been made by IIP Cell in consultation with the Principal and the Registrar.

All HODs are requested to follow this rule book for smooth running of the consultancy works.



(Dr. A. Choudhury)

Principal

cc to: 1) Chief Coordinator, IIP Cell

2) All HODs (ME, EE, CSE, IT, ECE, AEIE, Civil, MCA, Mathematics, Chemistry, Physics, HU, Management)

Asansol Engineering College

Consultancy Rules (Under IIP Cell)

1. PREAMBLE

The transfers of technology through consultancy to the society are an integrated part of teaching has already been recognized by the Government.

The working group on technical education under AICTE had observed that involvement of educational institutions in consultancy work and testing service activities on selected basis would promote interaction between the industry and the institution which would be mutually beneficial. It would build up expertise and confidence of the faculty, staff and students. Above all it would enhance the image of the institution.

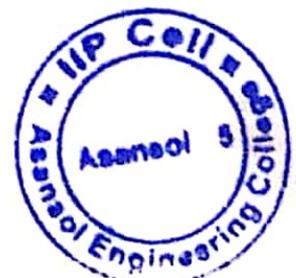
The working group therefore recommended for setting up consultancy Centre/group/cell to promote such activities and creation of separate fund out of earning through consultancy, which could be used for further development of the institution.

AICTE in its meeting held on 17th February 1978 endorsed the recommendation of the workgroup which was subsequently enclosed by the Government of India vide letter no. F-36/78/T.5 dated 15th June 1978 from the Deputy Education Advisor (T), Ministry of Education and Culture.

2. SCOPE

The scope of the consultancy work in terms of technical and managerial project will include:

(i)	Design, experimentation and developmental work for system/equipment / processes.
(ii)	Testing and calibration facility.
(iii)	Techno-economic and market surveys and feasibility report new and existing entrepreneurs.
(iv)	Techno-managerial problem.
(v)	Computational facility
(vi)	Analysis of scientific / technical problems.



3. CLIENTELE :

The clientele will include all types of industries in public / private sector, development agencies / departments / directorates in local / state / Central Govt. Autonomous development agencies, scientific research laboratories etc.

4. SELECTION OF CONSULTANCY WORK :

Generally routine work will not be encouraged if I do not involve substantial brain storming or developmental work of general interest.

Priority will be given to those involving challenge, innovation, creativity for faculty and students.

Projects involving inter-disciplinary approach will be given the highest priority.

5. ORGANIZATION, AUTHORITY & RESPONSIBILITY :

- (i) IIP Cell/centre will comprise of the representatives – one each from all academic departments and sections.
- (ii) "Principal" will be the "Chief Executive" for the administration of consultancy activities. He may, however delegate as much authority to the "Chief Coordinator", IIP Cell centre as necessary for smooth and proper functioning of the centre/cell and for timely completion of the project (s) undertaken by the IIP Cell centre forwarded by the clientele.
- (iii) "Chief Coordinator" of IIP Cell/centre shall be selected by the Principal for a tenure of one/two years.

6. OBJECTIVES :

IIP Cell / centre will have an objective to promote interdisciplinary approach to problems and will look after various aspects of the total work such as –

- (i) Policy advice to the Principal within the framework set by the college on selection project (s) and their priorities.
- (ii) Identification of "Consultant-in-charge" for a particular work involving more than one department.
- (iii) The departmental representative to the IIP Cell/centre will be designated as Chief Coordinator of that department and will forward periodic reports through the HOD to the Principal.
- (iv) In the event of the HOD being the representative of a particular department, he will act as Chief Coordinator of that department.



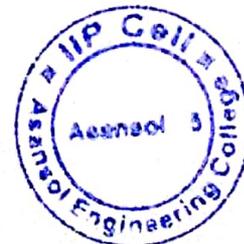
- (v) Each academic department may constitute a consultancy sub-committee with the HOD as the "Chairperson" with intimation to the Principal from time – to – time, for proper coordination.

7. Consultancy Rules & Procedure

- (i) The Principal and the members of the faculty of the college are permitted to engage themselves in consultancy practice to such an extent that will not interfere with the discharge of normal academic /non-academic responsibilities bestowed on him/her and within such limit as the Board of Management may lay down from time to time.
- (ii) Attempts should be made to associate the students of the college in such work to the extent that will not hamper their basic academic work.
- (iii) For the purpose of these rules "consultancy practice" is defined as all work financed by "clientele" outside institution.
- ✓(iv) The definition in 7 (iii), notwithstanding, the following categories of work will not be treated as "consultancy practice" and therefore, payments received with respect to these works shall be included shared with the college.
- Examination related work within or outside the college
 - Lectures delivered/Short term courses conducted inside or outside the college.
 - Royalty from books/publication
 - Individually held patents
 - Selection Expert committee/Board meetings etc.
- v) All consultancy work as defined in clause 7(iii) will be guided by the following RULES :
- No member of staff of the college is allowed to take up any consultancy practice without prior knowledge and approval of the Principal.
 - All Consultancy work shall be categorized into following types:

Type	Description of work
I	Work involving brain of consulting academic staff with no involving of laboratory facility/facilities of the college.
II	All consultancy work involving use of laboratories besides involving the brainwork of academic staff
III	All types of testing and calibration work.

- (c) Clientele may contact seeking consultancy help with –
- Individual faculty of the college



- (ii) Department / Section (academic only)
 - (iv) Principal
 - (v) Registrar / Assistant Registrar of the College.
- (d) For each work a "consultant – in – charge" will be identified by the HOD in consultation with departmental consultancy Sub committee with the written appraisal of the Principal. In the event of the interdisciplinary nature of the work the consultant – in – charge will be identified by the IIP Cell / centre with concurrence of the HOD concerned and with the approval of the Principal.
- (e) For consultancy work of Type – III, the teacher – in – charge of the concerned laboratory should preferably be identified as consultant – in – charge.
- (f) A consultant – in – charge will have maximum possible flexibility in respect of all actions needed for successful completion of the project in stipulated time as per contract with the clientele. With his recommendation, through the HOD concerned, other (additional) consultants, if required, may be attached with him for efficient and smooth performance of the work. Consultant – in – charge will be entirely responsible to the clientele as well as to the college in relation to his project.
- (g) Consultant – in – charge will discuss with the clients (s), the scope of work, extent of involvement of institute – faculty, number of faculty – consultant days involved, lighty duration and suggest estimated charges of calculated as per norms.
- (h) The clientele will make formal request to the Principal in a prescribed proforma –
- (i) Indicating the nature of work
 - ii) Agreeing for sharing of patent benefits, if relevant, in 1:1 basis with the college and consultant (s) as to other parties.
 - iii) Allowing free publication of results or spelling out stipulations if any.
 - iv) Specify whether expenses connected with outside visits will be directly met by them or from money advanced to the college as a part of the free paid total cost as estimated and the more and terms of TA & DA.
 - v) Undertaking to pay the estimated amount as per relevant items of para (g) and additional amount of the actual expenses are more.
- i) The Principal will formally intimate to the client in consultation with IIP Cell / centre, the acceptance of the proposal indicating the name of the teacher to be designated as the consultant – in – charge and other consultants of the consultative one with whom



the client may, there-after, keep direct contact with consultant – in – charge.

- j) Conduct of consultancy work will be the responsibility of the consultant – in – charge, who will periodically report on the progress to the Principal through the concerned HOD/cell as applicable.
- k) An "allotment number" will be allotted to each consultancy work by IIP Cell/centre and a detail Register shall work by IIP Cell/centre with the following details :

1.	Consultancy allotment number
2.	Nature of work
3.	Name and address of the clientele
4.	Detail of payments
5.	Date of commencement of work
6.	Date of completion of work
7.	Name of consultant – in – charge
8.	Name of other consultant (if any)

Summary of this Register shall be forwarded, through the Principal, to the Board of Management periodically or as per wish of the Board of Management.

- l) Fees shall be paid by the client by cheque/draft only in favour of **Asansol Engineering College (Consultancy A/C)**
- m) Disbursement of money received from clients shall be done as per norms given in Annexure – II

Annexure - I



METHOD OF ESTIMATION OF CONSULTANCY CHARGE

The consultancy charge shall be calculated on the following principles:

- (1) Full cost of raw materials plus 10% or material to be supplied by and delivered at the place of work by the client.
- (2) Full cost of any equipment / accessory to be specially purchased plus 5% for purchase expenses or equipment / accessory to be supplied and delivered at the place of work by the client.
- (3) Wear and tear of equipment used portioned over the cost of equipment @ 12% per annum.
- (4) Direct labour cost estimated at the prevailing market rate/08 hours for hours of involvement of all non – teaching staff (non-technical staff).
- (5) Non – teaching technical staff (supporting staff) may be paid at a rate as decided by IIP Cell & all HODs time – to – time and approved by the principal.
- (6) Full charge, direct / indirect for temporary / special employment of any personnel for the work (with prior approval of the Principal).
- (7) Over head charge for use of Institute Laboratory equal to
- (8) Hourly charges of computer use @ Rs. Per hour.
- (9) Estimated expenses of visit (s) outside the Institute in connection with the project as TA/DA @ as agreed by the client.
- (10) 5% of the (1) to (9) as contingency.
- (11) Professional consultancy fees are to be estimated by number of consultant days required and the daily rate may be computed depending upon the nature of the project, client and duration.
In general, daily rate may not less than 500/-.
This will not be applicable for the consultancy type – III.
Total estimated cost for type I & type II consultancy work would be the summation of all items (as applicable) from (1) to (11).
For a type III consultancy work, fee will be the summation of all items (as applicable) from (1) to (10).



NORMS FOR DISTRIBUTION OF CONSULTANCY FEES

- (a) Expenses under item (4) & (5) may be disbursed by the IIP Cell to the persons concerned, if certified by the consultant – in – charge and approved by the Principal.
- (b) Expenses under items (1), (2), (3) and (7) will be credited to the IIP Cell account.
- (c) Expenses on TA/DA under item (9) will be reimbursed to consultant – in – charge / consultant as and when needed on sanction from the Principal.
- (d) Fees received under item (10) and (11) may be shared as follows :

For Consultancy Practice work – Type – I

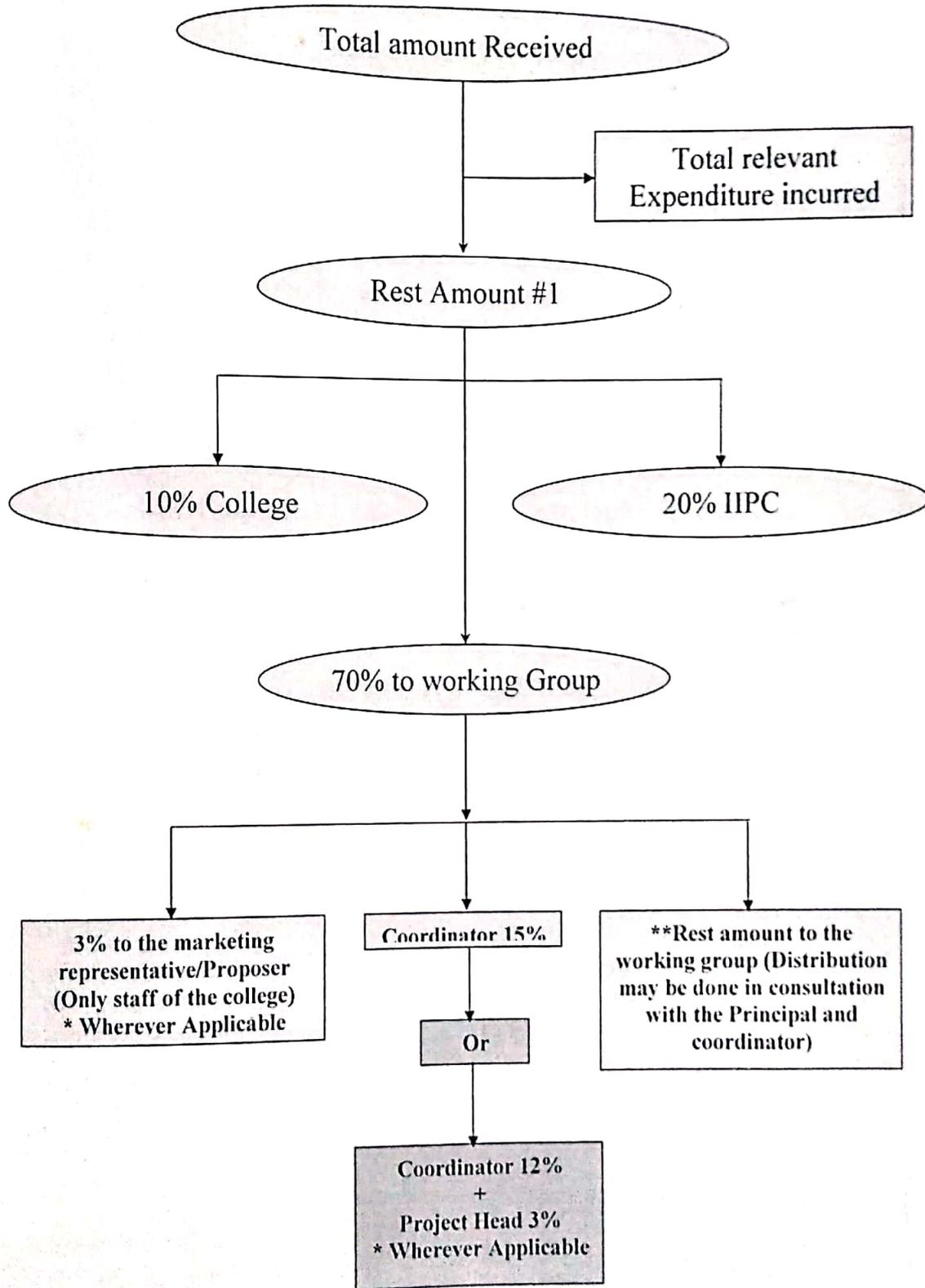
- i) Consultant – in – charge, consultant teacher and other staff, if associated: 70%
- ii) IIP Cell: 20% (Consultancy Account)
- III) College: 10%

For Consultancy Practice work – Type – II and Type – III

- i) Consultant – in – charge & consultant teacher(s) : 60%
- ii) IIP Cell: 30% (Consultancy Account).
- III) College: 10%



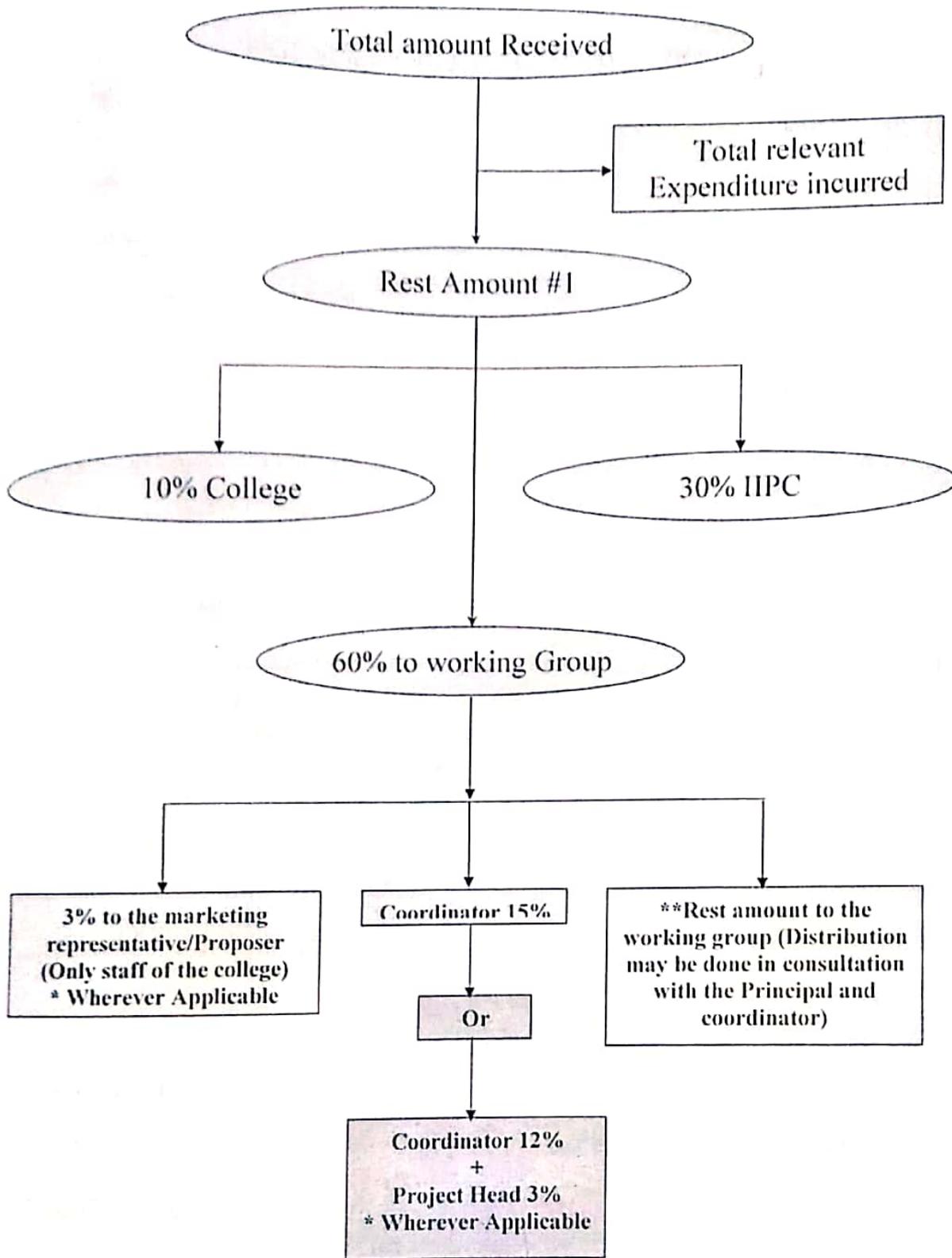
For Type I



* If the Coordinator and the working person is the same person to develop the project then he/she will get 15% as mentioned above + the share of working group.



For Type II & III



If the Coordinator and the working person is the same person to develop the project then he/she will get 15% as mentioned above + the share of working group.



Asansol Engineering College, IIP Cell

CONSULTANCY PROPOSAL FORM

Date :

1. Consultancy Proposal No:
2. Name of Proposer / Marketing Executive:
3. Name and address of clientele:

4. Nature of work:

5. Approximate cost of project:
6. List of equipments/Laboratory required for the project:

7. Comments:

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(Signature of Proposer)

Signature of
HOD(s) of Concerned Dept.

Chief Coordinator

* Please submit the names of working group and Coordinator along with the work order. Any change in name of working group can't be done without prior permission of the Chief Coordinator, IIPC and the Principal.



Asansol Engineering College, IIP Cell

CONSULTANCY ALLOTMENT FORM

1. Consultancy Allotment No:

2. Nature of the Work:

3. Name and Address of Clientele:

4. Sharing of patent benefits, if relevant, 1:1 basis with the College and Consultant (s): (Yes / No)

5. Free publication of results or spelling out stipulations if any: (Yes / No)

6. Expenses connected with outside visits will be directly met by clientele as per college TA/DA rules: (Yes / No)

7. Signature of Clientele with Seal:

8. Name & Signature of College representative:

