

CONSULTANCY POLICY

1. Purpose and Objectives

The Consultancy Policy of LBS College of Engineering, Kasaragod (LBSCEK) aims to promote active participation of faculty members in consultancy and professional services, thereby strengthening industry–academia collaboration and enhancing the relevance of engineering education. Consultancy activities enable faculty to engage with real-world engineering problems, improve teaching quality, support research and innovation, generate institutional revenue, and contribute to societal development.

The objectives of this policy are to:

- Strengthen collaboration with industries, government agencies, MSMEs, and professional bodies.
- Enhance teaching–learning processes by integrating practical and industry-driven knowledge.
- Support professional development of faculty members through exposure to current technologies and practices.
- Generate revenue to strengthen institutional infrastructure, laboratories, and research facilities.
- Promote research, innovation, technology transfer, and entrepreneurship.
- Improve institutional visibility, accreditation outcomes (NBA/NAAC), and societal impact.
- Provide students with industry exposure, internships, and skill development opportunities.

2. Scope

This policy shall apply to:

- All **regular / Contract** faculty members of LBSCEK undertaking consultancy, testing, advisory, or professional services.
 - Consultancy projects carried out for industries, government departments, public sector undertakings, local bodies, NGOs, and other organizations.
 - Technical consultancy, testing, inspection, design, certification, training, and advisory services offered using institutional expertise and facilities.
 - Consultancy activities undertaken individually or as a team, with prior institutional approval.
 - All financial, administrative, and academic aspects related to consultancy activities.
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3. Guidelines

A. Consultancy Activities

- Consultancy work may include technical consultancy, testing, inspection, certification, design, analysis, training, advisory and **expert services**.
- Consultancy shall be undertaken without affecting regular academic responsibilities.
- All consultancy projects require prior approval of the Principal through the prescribed institutional procedure.
- Consultancy shall be routed through the institution and not undertaken in a personal capacity using institutional resources.

B. Faculty Participation and Incentives

- Faculty members are encouraged to take up consultancy projects in their areas of expertise.
- Consultancy activities shall be recognized as professional contributions supporting academic growth.
- Consultancy outputs may be considered for Career Advancement Scheme (CAS), accreditation documentation, and academic performance reviews.
- A portion of consultancy revenue shall be credited to the Department Development Fund (DDF).

C. Revenue Sharing and Cost Distribution

The consultancy fee collected shall be distributed among the Institution, Faculty Members, and Department Development Fund as per the nature of consultancy work. The indicative revenue-sharing structure is given below and shall be followed unless otherwise approved by the Principal, in accordance with Government/LBS Centre norms.

Table: Revenue Sharing Structure for Consultancy Projects

Sl. No.	Nature of Consultancy Project	Consultancy Fee Basis	Institute Share (%)	Faculty Share (%)
1	Geotechnical Investigation	Rates as per approved standard software / schedule of rates	43	57
2	Inspection of Buildings	Percentage of estimated project cost	60	40
3	Structural Design & Preparation of Drawings	Percentage of estimate or minimum prescribed fee	50–60*	50–40*

Sl. No.	Nature of Consultancy Project	Consultancy Fee Basis	Institute Share (%)	Faculty Share (%)
4	Non-Destructive Testing (NDT) & Structural Stability Certification	Percentage of estimate or minimum prescribed fee	60	40
5	Scrutiny of Structural Drawings	Percentage of estimated cost	50	50
6	Electrical, Mechanical and Electronic items testing and certification	Percentage of estimate or minimum prescribed fee (In case of Govt/CDRF testing/certification, higher authority fee will be in force.	60	40
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***Note:** For structural design consultancy, higher institutional share shall apply for higher consultancy values, as approved by the institution.

- From the faculty share, **5% shall be credited to the Department Development Fund.**
- Taxes and statutory deductions, if any, shall be deducted as applicable.

D. Student Involvement

- Students may be involved in consultancy projects for field exposure, internships, and academic enrichment.
- Student involvement shall not interfere with academic schedules and shall be purely academic in nature.

E. Ethics and Professional Conduct

- All consultancy activities shall adhere to professional ethics, statutory regulations, and institutional norms.
- Faculty members shall avoid conflict of interest and maintain confidentiality of client data and intellectual property.

4. Institutional Support

To promote consultancy activities, LBSCEK shall provide:

- Access to laboratories, equipment, and institutional infrastructure, subject to availability.
 - Administrative and financial support for processing consultancy proposals, agreements, and billing.
 - Institutional branding and visibility for approved consultancy services.
 - Recognition and encouragement for faculty contributing significantly to consultancy and industry engagement.
 - Support for linking consultancy outcomes with research, publications, patents, and innovation initiatives.
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5. Penalties and Non-Compliance

- Consultancy undertaken without prior institutional approval shall attract disciplinary action as per institutional and Government norms.
 - Misuse of institutional resources or deviation from approved revenue-sharing norms may result in recovery of dues and withdrawal of consultancy privileges.
 - Breach of confidentiality, professional ethics, or conflict-of-interest norms may lead to cancellation of consultancy projects and further disciplinary action.
 - Repeated violations may result in restriction from undertaking future consultancy activities.
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