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Nitte Meenakshi Institute of Technology

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*Testing  
and  
Consultancy Rules*

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**Nitte Meenakshi Institute of Technology**

An Autonomous Institution

Yelahanka, Bangalore - 560 064

## 2. Student Assistant

Students are allowed to participate in consultancy projects in consultancy projects and are eligible to receive remuneration. The payment that can be made to the students shall be limited to a maximum of Rs.150/- per hour.

## 3. Travel

The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction placed by the Institute on the mode of travel. Actual boarding and lodging expenses, in addition to DA, will be paid on production of receipt, subject to a maximum of twice the daily gross salary at the ceiling of the person's pay scale. All these expenses will be met out of the consultancy project funds.

## 5. REVIEW

Once in five years the T&C rules shall be reviewed by the committee under chairmanship of Principal. The recommendations of the committee are to be placed through the Principal for approval by BOG.

welfare fund. This fund will be operated by the Principal for the general welfare activities of the staff. A committee comprising of

Principal, Dean-Academics, Dean-R&D and Accounts- In-charge as members shall evaluate applications seeking funding from this fund and recommend to director for approval. The sanction will be made subject to approval by the Principal.

## 4.5 Distribution to Administrative Officers & Institute Staff

15% of the Institute share shall be distributed to Administrative Officers & Institute staff as per the list. The list of the Institute staff shall be prepared and recommended by a committee.

## EXPENDITURE NORMS

### 5.1 Job Work

The consultant In-charge may get specific job work done on payment from outside. However, such payment may not exceed 5% of the total amount sanctioned for the project. While making such expenditure all the rules / regulations as applicable to

Consultancy project should be followed. The expenditure higher than 5% Principal's prior permission will be necessary.



approved proposal has to be sent to Principal's office.

b) Principal, whenever the estimated charges of the T&C work is greater than Rs. 1.0 lakh, the proposal has to recommend by the department committee and forwarded by HOD to the Principal. The proposal is to be scrutinized by a committee consists of Principal, Dean-Academics, Dean-R&D and Accounts In charge.

2.2. All payments in connection with Consultancy Project should be received in

2.3. For Departmental Consultancy Projects, the Consultant In-charge will be decided by the Head of the Department in consultation with the faculty of the Department.

### 3. DEFINITIONS

#### 3.1 Consultancy Works

T&C works executed without the use of laboratory facilities of the Institute will be classified as consultancy works.

#### 3.2 Testing Works

T&C works involving only the use of laboratory facilities of the Institute will be classified as testing works. Such works will cover field testing, and field measurements, calibration of equipment/instruments and testing of material/equipment in

## Stated Policy of The College for Structured

### Consultancy Services.

#### Policy for Testing and Consultancy

#### 1. PREAMBLE

In order to facilitate the coordination of Testing and Consultancy activities and its utilization, a proper administrative, documentation and accounting procedure need to be set up. A unified approach to all T&C assignments in which an individual or group of individual is involved in presented below.

#### 2. GENERAL

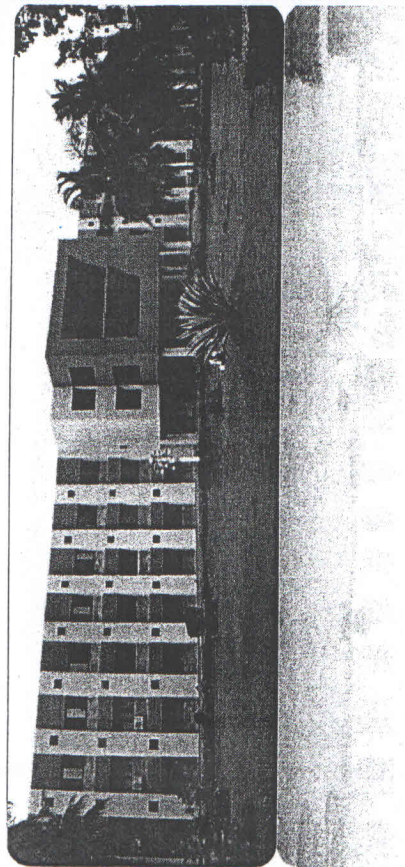
2.1. Individuals or departments may take up consultancy work only after taking approval from appropriate authority as given below

The party seeking T&C services has to submit the request letter along with a signed proposal addressed to:

- a) Head of the department, whenever the estimated charges of the T&C work is less than or equal to one lakh. At the department a committee consisting of one Professor, one associate professor and one assistant professor has to be constituted. This committee should scrutinize the proposal and recommend it for approval by HOD. The



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# *Testing and Consultancy Rules*

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laboratory and development work using laboratory facilities.

## **4. DISTRIBUTION OF REVENUE GENERATED THROUGH TESTING & CONSULTANCY**

### **4.1 General**

The Institute share in the T&C charges of every T&C activity will be 40%. After transferring the 40% to the Institute, the expenditure if any (with prior approval) will be deducted from the department share of 60% and the balance amount will be made available for distribution to consultants/department.

### **4.2 Institute Research & Development Fund (IRDF)**

40% of the Testing & Consultancy Institute share will be credited to a fund called as Institute Research and Development Fund. 10% of the Institute Research and Development Fund will be transferred every year to a Core Fund, which will form the Corpus of the Institute. The IRDF will be operated by Principal of the Institute with the approval of the Governing Body. It will be utilized primarily for the Research & overall developmental activities of the institute.

#### 4.3 Professional Development Fund (PDF)

There will be a professional development fund (5% of Institute share) for an individual faculty. The objective of this will be to help individual faculty member in his/her professional development. The account of PDF shall be maintained by accounts section and statement will be sent to the departments at the end of financial year. The departments concerned may submit expenditure bill to Principal's office for processing payment.

#### A note on Professional Development Fund (PDF)

This is an amount that can be utilized by the concerned individual faculty for expenditure under approved heads. These may include telephone charges, membership of professional bodies , travel charges and registration fees for attending conference/research interaction, etc. and such other purposes with due approval by the Principal. The PDF amount can be utilized by the individual even when there are no on-going projects in his/her name. Accumulation of PDF is permitted without any upper limit.

#### 4.4 Staff Welfare Fund Funding

5% of the Institute Share will be transferred to the staff



Nitte Education Trust



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