

CONSULTANCY GUIDELINES - DEPARTMENT OF CIVIL ENGINEERING

**ALBERTIAN INSTITUTE OF SCIENCE AND
TECHNOLOGY**

**(Affiliated to APJ Abdul Kalam Technological
University, Thiruvananthapuram)**

**Archbishop Angel Mary Nagar, Kalamassery,
Kochi-682022**

1.0 General

The institution promotes consultancy by taking up consultancy projects from industries not just for revenue, but also to nurture a research-oriented relationship between the faculty and industries. A project may be taken up as a Departmental Consultancy Project by the concerned department. Further, a project referred to an individual faculty member may also be taken up as Departmental Consultancy Project. Normally, Consultancy Project involving multi-disciplinary/ inter departmental inputs or requiring use of extensive institutional facilities or likewise projects which are expected to run for a long period may be considered by a department to be taken up as Departmental Consultancy Project. A Departmental Consultancy Project will have at least two investigators drawn from one or more departments.

1.1 Types of Consultancy Projects

All Consultancy Projects taken up by a faculty member on behalf of Department / Institute will be treated as Individual Consultancy Projects.

- **Type-I Consultancy Projects** (involving lab facility, etc): Consultancy Projects involving use of laboratory facilities of the Departments/Institute and assistance of supporting staff will be classified as Type-II Consultancy Projects. Such projects will cover testing, measurements, calibration of equipment/ instruments and testing of materials /equipment in laboratory, field testing and measurement and research and development work using laboratory facilities, as a part of that consultancy project.
- **Type-II Consultancy Projects:** Consultancy Projects which do not require laboratory facilities of the Departments/Institute and assistance of supporting staff will be classified as Type-I Consultancy Projects.

1.2 Policy of the institution in sharing the income generated through consultancy

The total fee received in connection with consultation work shall be distributed as follows:

- **Type-I Consultancy Projects:**
 - a) 40 % to the Development Fund of the Institution
 - b) 20% to the development fund of the Department
 - c) 40 % to be shared by the team involved in the work including supporting staff.
- **Type-II Consultancy Projects:**
 - a) 40 % to the Development Fund of the Institution
 - b) 20% to the development fund of the Department
 - c) 40 % to the staff member concerned

1.3 Mode of carrying out Consultancy projects

The consultancy works can be taken up individually or as a team with one principal consultant as lead and one or more associate consultants as team members. The workload of the consultants will remain same as that of his/her cadre norm and consultants have the flexibility to do the consultancy assignments any time without compromising/affecting his/her teaching and research responsibilities as a faculty or technical staff. However, all consultancy works taken up by AISAT staff members from outside the institution shall adhere to the guidelines given in this document. Custom models can also be brought out in consultation with the management. Staff members are advised not to engage in any other consultancy work, without compliance to these guidelines.

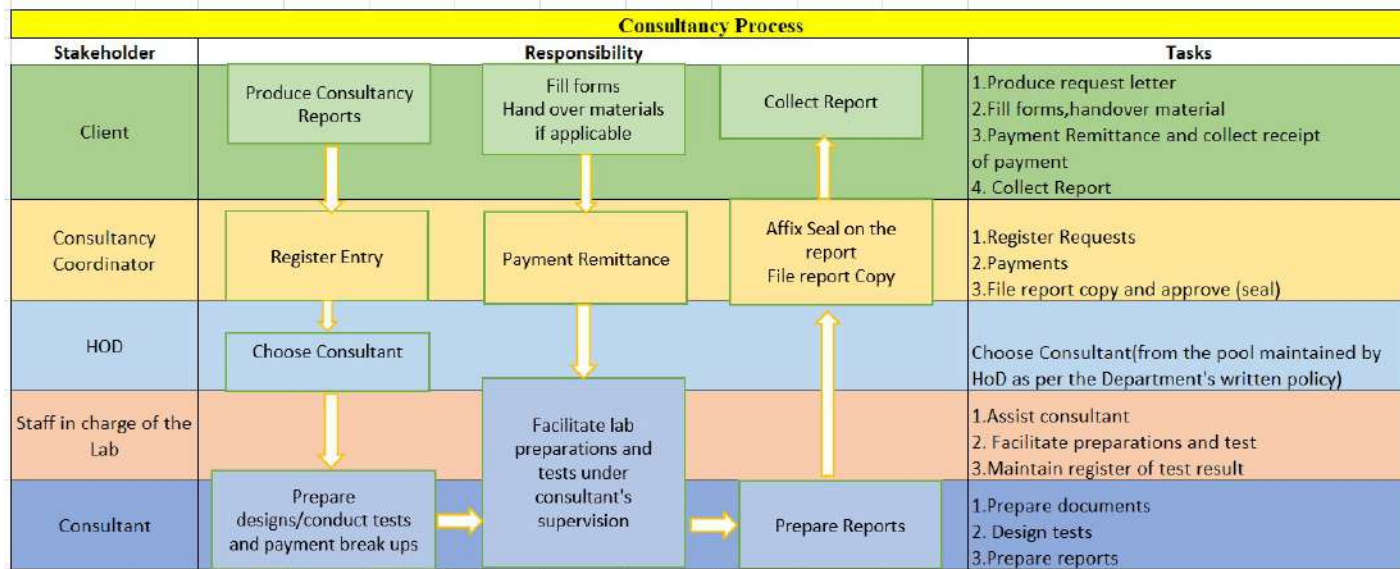
1.4 Other benefits for the faculty/staff involved

The institution encourages the faculty to utilize their expertise through several means:

- Duty leave given for site visits /inspections without affecting the normal academic activities.
- Recognition of consultancy work during faculty meetings
- Motivates the faculty to identify and publicize their own areas of expertise.
- The Institute permits the use of in-house lab facilities and the assistance of lab staff and extends all possible support for consultancy services.

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1.5 Consultancy process: The Consultancy process is depicted in the following diagram and its details in the table follow.



1.6 Classification of works

The works are classified as:

Type 1. The works based on tests (analytical/experimental/material quality) conducted at respective labs have predetermined procedures and rates. (Refer consultancy chart given in Appendix A). Also, they are usually large in number. Examples are material quality test, concrete mix design, Bitumen Mix design, Soil test etc.

Type 2. This category works are based on consultants' intellectual capacity (for theoretical/design & development problems, field visits etc.). They need a customized approach hence, the rates cannot be predetermined. An example is structural analysis and design works. The consultant should produce the voucher or bills in original for the expenses for dispersing the amount.

As mentioned in the previous section, two category works need separate approaches. Type 1 works can have predetermined procedures and rates while type 2 works need a customized approach, hence the rates cannot be predetermined. Hence, the following rules for rates can be followed.

The rates of each of these works can be decided by the concerned department. A committee consists of HOD, concerned lab in charge and a senior faculty involved in similar consultancy works should decide the rates and submit to Principal and Management.

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However, type 2 works are not susceptible to common rules. Hence the proposal for such works can be made by the chosen consultants and submitted for scrutiny by HOD. An ad-hoc committee including the related HOD (or nominee), a Senior faculty, and an expert in the area can scrutinize the rates.

Prepared By

Passed By

Approved By

HOD

Principal

Manager

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Appendix A

Consultancy Chart

(Rates with effect from 01.07.2019)-Rev.0

Sl.No.	Type of Test	Unit	Rate in Rs.
1	Tension Test-MS Rod		
	Below 25mm dia	Each	600
	25mm & above 25mm dia	Each	800
2	Compressive Strength-Concrete Cubes/Brick	1 set(3 no's)	500
		1no.	200
3	Hardness-Bolt	Each	500
4	Test on aggregate		
a	Crushing Value	Per Sample	600
b	Soundness Test	Per Sample	2500
c	Dry Sieve	Per Sample	400
d	Abrasion Test	Per Sample	600
e	Impact Test	Per Sample	600
f	Shape and Elongation	Per Sample	600
g	Specific Gravity	Per Sample	200
h	Bulk Density	Per Sample	150
i	Moisture Content	Per Sample	400
5	Permeability test-Soil	Per Sample	2000
6	Mix Design	1 mix	10000
7	Beam Flexure	1 set	750
8	Silt Content	Per Sample	250
9	Atterberg limits	Per Sample	1875
10	Compaction	Per Sample	2500
11	Water absorption	Per Sample	500
12	Test on Cement	Per Sample	1000

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HOD

Principal

Manager

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Appendix A

Consultancy Chart

(Rates with effect from 01.06.2021)-Rev.01

Sl.No.	Type of Test	Unit	Rate in Rs.
1	Tension Test-MS Rod		
	Below 20mm dia	Each	600
	20mm & above 20mm dia	Each	800
2	Compressive Strength-Concrete Cubes/Brick	1 set(3 no's)	500
		1no.	200
3	Hardness-Bolt	Each	500
4	Test on aggregate		
a	Crushing Value	Per Sample	600
b	Soundness Test	Per Sample	2500
c	Dry Sieve	Per Sample	400
d	Abrasion Test	Per Sample	600
e	Impact Test	Per Sample	600
f	Shape and Elongation	Per Sample	600
g	Specific Gravity	Per Sample	200
h	Bulk Density	Per Sample	150
i	Moisture Content	Per Sample	400
5	Permeability test-Soil	Per Sample	2000
6	Mix Design	1 mix	10000
7	Beam Flexure	1 set	750
8	Silt Content	Per Sample	250
9	Atterberg limits	Per Sample	1875
10	Compaction	Per Sample	2500
11	Water absorption	Per Sample	500
12	Test on Cement	Per Sample	1000

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Appendix A

Consultancy Chart

(Rates with effect from 01.01.2022)

Sl.No.	Type of Test	Unit	Rate in Rs.
1	Tension Test-MS Rod		
	Below 20 mm dia	Each	600
	20mm & above 20mm dia	Each	1000
2	Compressive Strength-Concrete Cubes/Brick	1 set (3 no's)	750
		1no.	250
3	Hardness-Bolt	Each	625
4	Test on aggregate		
a	Crushing Value	Per Sample	1000
b	Soundness Test	Per Sample	5000
c	Dry Sieve	Per Sample	750
d	Abrasion Test	Per Sample	1000
e	Impact Test	Per Sample	750
f	Shape and Elongation	Per Sample	750
g	Specific Gravity	Per Sample	250
h	Bulk Density	Per Sample	200
i	Moisture Content	Per Sample	500
5	Permeability test-Soil	Per Sample	2500
6	Mix Design	1 mix	12500
7	Beam Flexure	1 set	750
8	Silt Content	Per Sample	500
9	Atterberg limits	Per Sample	2000
10	Compaction	Per Sample	2500
11	Water absorption	Per Sample	500
12	Test on Cement	Per Sample	2000

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