

Guidelines for Undertaking Consultancy Work / Training Programs

Consultancy is an important service by which knowledge and expertise flow from educational institutes to external organisations and social requirements. This led to overall development of institutes and maintains productive relationship with other components of society. Smt. Binzani Mahila Mahavidyalaya is aware that our Staff Members have expertise in various fields and are able to undertake consultancy or training programs.

The objective of these guidelines is to promote academic, industry and research interaction and to encourage and facilitate Faculty Members to provide knowledge inputs sought by industry or other academic / research organizations. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the institution must be protected. These guidelines are to ensure that consultancies undertaken by staff are consistent with the Student Welfare, Faculty Development and Teaching-Learning Activities and other objectives of the institution.

Guidelines:

1. Consultancy services may be offered to industries and other agencies for teaching, research, placement, skill development, trainings in OB/OD/HR and in generation of funds.
2. All consultancy work will be executed in spirit of promoting Smt. Binzani Mahila Mahavidyalaya, Nagpur
3. Each project shall be undertaken under standard terms and conditions as decided by College from time to time.

4. Faculty members, who are interested, may take up consultancy work in their field of expertise to provide service for external agencies as clients. This in turn expects financial returns.
 5. It is mandatory to make term contracts (MOUs) with external agencies. It will be strictly in name of Principal of the College.
 6. Interested Faculty Members are required to submit a written application to Principal with all the details of proposed consultancy work such as duration/timeline, scope, objective, benefits to institution, consultancy charges, administrative or clerical support required, if any. After written approval only, Faculty Member will go ahead to prepare a MOU draft, in coordination with IQAC Coordinator.
 7. The total time invested in consultancy activity by the staff member must be less than that which is equivalent to 15 working days per academic year. Such duration of limit should be mentioned in the communication with the Principal. Permission from Principal of the college is must for any type of need based extension in the consultancy work. IQAC will keep a record of it.
- d) The charges for any assignment will be in the name of Principal and share of the concerned Faculty Member/s will be disbursed within a week once amount is deposited in the bank.
 - f) Consultancy work will be taken up by the Faculty Member/s provided they do not have adverse impact on the primary functions and officially assigned regular duties. If any delay or backlog is expected, Faculty Member has to inform administration about the same. It will be a Faculty Members responsibility to make up for that where in Head of the Department and other colleagues may help.
 - h) All expenses for a consulting project, including service tax, must be covered by the sponsoring agency/client.

Conflict of Interest: A conflict of interest shall be considered where an employee engages in consultancy at the expense of the college for personal benefits. All staff



members engaged in consultancy work should not create any type of conflict of interest. The services offered shall be along the lines of 'professional basis' and demand ethical necessities.

Sharing of Income: Faculty Member or group of Faculty Members/Staff providing consultancy would be entitled to retain 70% of the share while college will retain 30% of the net income.

The amount retained by college will be maintained as **Student Welfare Fund** and will be utilised for any curricular as well as co-curricular activity.

General Conduct: Staff members must submit original documents related to consultancy work towards college for financial accounting purposes. The conduct of the employee during consultancy work must conform to the reputation of college. The clients should not use college name, logo etc. in any form without permission of the Principal.

Solution of Disputes: All cases of lack of clarity on any must be reported to the Principal, whose decision shall be final and binding. Any violation of the above policy shall be dealt with as per existing rules and regulations of College. The Principal in consultation with IQAC may call for revision of this policy document as deemed appropriate.

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