



CNCVCW TRUST'S
COLLEGE OF NON-CONVENTIONAL
VOCATIONAL COURSES FOR WOMEN,
KOLHAPUR (CNCVCW)

CONSULTANCY POLICY OF CNCVCW

1.0 Objectives:

- 1.1 Serves as liaison between college, industries, Government and non-government organization
- 1.2. To make available the laboratory facilities and technical knowledge to the stake holders
- 1.3. Enrichment of knowledge and experiences of faculty members in solving practical problems and developing new ideas for non-conventional vocational programmes offered by the college
- 1.4. Involvement of students under consultancy projects to give them exposure to real time problems

Faced by the organizations and find a suitable solution for the same.

- 1.5. Generation and Sharing of revenue

2.0 Types of Consultancy Service:

The consultancy services provided by the College are of three types:

- 2.1. Institutional Consultancy: Institutional Consultancy relates to advice given to an industry /organization, by a Department / individual on behalf of the College. The Principal consultant/ Investigator will be identified by the Head of the Department in consultation with the Principal / Managing Trustee.
- 2.2. Individual Consultancy: Individual consultancy relates to consultancy or work undertaken by an academic staff member of the Department in his individual capacity with prior approval of HOD.
- 2.3. Broad areas Technical Services:
 - i) Designing of Uniforms for Industries/ schools/ hotels
 - ii) Training of Garment Industry workers
 - iii) Formulation of dry spices
 - iv) Formulation of fruit beverages
 - v) Diet Planning Simple proximate analysis of food samples



- vi) Formulation of Bakery products, fruit & Vegetable products
- vii) Land scape and design
- viii) Acoustics for interior
- ix) Vastu Consultancy
- x) Offset printing/ screen printing
- xi) Brochure designing, sketching, packaging etc.
- xii) Environmental Monitoring
- xiii) Environment audit / energy audit/ Gender audit
- xiv) Marketing

3.0 Procedure for accepting consultancy projects :

3.1 A request for consulting services shall normally be received by the Principal or Head of the

Department, on behalf of the college in the prescribed proforma.

3.2 Concerned Department or Faculty member will prepare the quotation/tender and submit the same to

the concerned party for getting a Work Order.

3.3.1 While approving a consultancy proposal the Academic Plan of the individual staff member and the

interest of the Department should not suffer.

3.3.2 An individual staff member does not undertake consultancy work for more than 60 days (60

days in Calendar year, including holidays)

3.4.0 While working out the cost of consultancy project, the following be taken into consideration:

3.4.1 Cost of man days of the staff taking part in the project

3.4.2 TA and DA (as per agreement with the client).

3.4.3 Cost of consumable and Non Consumable inputs (like chemicals, raw material and other types of

Consumables), software's, equipment's .

3.4.4 Usage charges on equipment (including depreciation and utilities, inter alia)



- 3.4.5 Paymentsto outside consultants / subject experts / analysis.
- 3.4.6 Cost of stationary.
- 3.4.7 Computercharges.
- 3.4.8 Miscellaneous.
- 3.4.9 Administrativecharges(App.10%)
- 3.4.10 On the completion of the consultancy project, a copy of the synopsis of the work, keeping in view theconfidentialityclauseoftheproject,andtheauditedstatementofaccounts willbesubmitte d to the concerned Department for its records.

4.0 Terms and conditions of agreement with client: Faculty member / Department shall clearly specify the terms and conditions of the agreement including the cost, time schedule for project and submission of report. The college shall not be responsible to any mishap or damage caused to manpower or property while further applying the results of consultancy. This clause should be included in the entire consultancy contract. By and large client shall pay 50% of the total project cost along with work order, 25 % on submission of draft report and balance 25% on approval of final report. Percentages of payment to be received from the client may also be reviewed on case to case basis. Payment be received from client through cheque or Demand Draft in favour of Principal, CNCVCW or Online payment on following details :

5.0 Consultancy Class and Sharing of profit: -

Sr. No.	Consultancy Class	Description	Sharing of Profit	
			College	Faculty Member / Department
1	Advisory Consultancy	College facilitiesarenotused, except name	30%	70%
2	Service Consultancy	College Non-consumable used	50%	50%
3	Service Consultancy	College Consumable and Non-consumable used	30%	70%
4	The sales made for a patent emerging from consultancy work	Annual Royalty	50%	50%



Once the terms of consultancy have been approved, contract sign and advance received, it becomes the duty of the Principal Consultant / Investigator to ensure the satisfactory progress and completion of the project in time. For this purpose, he/she may make temporary appointment of full-time or part-time staff for a period up to six months, draw advances and make expenditure in accordance with the requirements as the projects progresses. The approval of the Principal or Managing Trustee will be required for the appointment of additional person for the duration of the project. The amount to be distributed to the staff will be as per recommendation of the Principal Consultant / Investigator approved by the Principal.

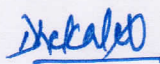
6.0 Utilization of Fees: Any money received from the college as an advance for a consulting job must be put to the precise use for which it was intended. Equipment, chemicals, glassware, software, and other items must receive the approval of the purchase committee, the Principal, secretary, and managing trustee.

7.0 Involvement of Non-Teaching Staff/ students / Faculty members: Principal Investigator (PI) of the project can use services of Non-Teaching Staff/ students / Faculty members of the college who may be paid suitable remuneration out of the consultancy fees received.

8.0 Documentation: The Principal Investigator (PI) of the consultation project should keep a copy of the report presented to the client with the appropriate department for the record.

In case of any ambiguity, the decision taken by the Principal / Secretary and Managing Trustee of CSIBER will be final.

Note : Examination duties, delivered special lectures, Participation University, College and Public Service Commission Selection Committees and membership of Board of Directors of Companies are not included in consultancy services.



Prof. (Dr.) V. S. Dhekale
PRINCIPAL,
College of Non-Conventional
Vocational Courses For Women
Kolhapur.

