

# SRR & CVR Government Degree College

*An Autonomous & ISO 9001: 2015 Certified Institution; Ranked by NIRF in 101-150 band at NIRF-2020 & 151-200 band in NIRF 2019  
NAAC accredited Institution with grade B+ with C.G.P.A 2.6 during March, 2017*

**Machavaram, Vijayawada, Krishna District, AP-520 004**

## Consultancy Policy



**Internal Quality Assurance Cell**  
**[IQAC]**

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## **Consultancy Policy 2017-18 onwards**

### **Preamble:**

Academic institutions are expected to perform threefold activity which includes teaching, research and extension. Consultancy is well recognised as an effective way for extension of its research experience to needs of Society. Consultancy happens to be one of the pioneer aspect of academic activities which help the institution to achieve excellence in the field of research and education. It also includes the quality of learning and knowledge development. Consultancy disseminate new avenues in knowledge, promotes innovation and these will motivate better learning and teaching among faculties of SRR & CVR Govt. Degree College (A), Vijayawada. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institution's strategic and operational objectives and the costs are sustainable. SRR & CVR GDC has a strong faculty profile with vast expertise in different research areas of Commerce, and science that helps to share the knowledge and give valuable technical inputs in the interested areas of industries and organizations.

### **Purpose:**

The purpose of the Consultancy Policy is to create a vibrant atmosphere of Consultancy among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which Consultancy activities may be carried out. It also aims to identify thrust areas of Consultancy having social relevance and thereby supplementing the Vision and mission of the college. The Consultancy policy also emphasises contribution towards society and to the nation at large.



## **Scope:**

This Policy is applicable to all Stakeholders who are willing to carry out consultancy works in the college.

## **Standard operating procedure:**

1. The main object of the consultancy is to extend the knowledge of faculty of the Institution to general public and Society.
2. It is the practice of "Lab to Society" Concept of the SRR & CVR Govt. Degree College(A), Vijayawada.
3. There should be demonstrable benefit to the Faculty of the Institution from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
4. The faculty members can avail on-duty leave for field visit with regards to consultancy work and formulation of scope of the work. While doing this, the faculty or staff must ensure that the visit does not create any conflict of interest with the academic and other administrative role at the Institution.
5. The services of employees of the Institution may be utilized for the execution of the consultancy works provided it does not affect their primary responsibilities towards the Institution. Such work by employees may be compensated by suitable honoraria and must be a part of the budget.
6. The faculty members who want to avail on-duty leave for consultancy work, have to get prior permission from the Principal of the Institution. In emergencies, prior intimation and subsequent sanction could be considered acceptable.
7. The time spent on consultancy and related works shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.

8. Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing teaching and learning process of the Institution. Further, such assignments need to be carefully scheduled in the light of departmental activities. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
9. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic and learning process and performance. Such work by students may be compensated by suitable honoraria and must be a part of the budget.
10. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Institution.
11. The statement of Income and expenditure, utilization certificate will be prepared at the end of every financial year by the competent designated authority, if required.
12. The revenue collected on Consultancy in excess of Rs.50,000 per project will be shared between the Institution and the Faculty of the Department. The Income upto Rs.50,000 from each consultancy will be utilized for the expenses of faculty and department including honorarium. 20% share in excess of Rs.50,000 per project should be deposited in CPDC Bank Account of the Institution and 80% will be utilized for the expenses of faculty and department including honorarium.

### **Flow chart of Consultancy**

- The organization requiring consultancy services from faculty, or the department shall write to the Principal with required details.
- The Principal on receiving the request from the industry/organization shall inform the In-charge of the Department concerned.

- ☉ The In-charge of the Department shall nominate the faculty or a group of faculties having the required expertise for approval to the Principal.
- ☉ The consultancy work directly approached to specific faculty members with expertise also needs to seek permission from the Principal before starting the work.
- ☉ A MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved with consultancy work.
- ☉ The faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Principal through the head of department.

### Limitations:

Undertaking routine testing jobs is to be discouraged. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of Faculty members.

  
IQAC Coordinator  


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Principal  
RR & CVR GOVT. DEGREE COLLEGE  
(Autonomous)  
Machavaram, VIJAYAWADA - 520 004