



**Sri G.V.G. Visalakshi College for Women, Udumalpet  
(Autonomous) Affiliated to Bharathiar University  
Accredited at A<sup>+</sup> GRADE by NAAC (Fourth Cycle)  
An ISO 9001-2015 Certified Institution**



## **CONSULTANCY POLICY**

Consultancy forms an indispensable and essential part of the function of Higher Education Institution providing scope for establishing a close relationship with the industries, Government and Non-Government organizations, individuals and society. Consultancy cell was established to bridge the gap between theory and practice and to encourage faculty members with specialized knowledge, skill and technical know-how to undertake consultancy activities as a way of maximizing utilization of available resources to uplift individuals, households, business establishments, corporate establishments and society.

### **OBJECTIVE OF CONSULTANCY POLICY**

To establish academic, research, industry interaction and to facilitate faculty to share expertise with industries and society.

### **FRAME WORK FOR CONSULTANCY**

- Consultancy work accepted by the college can be on monetary/non-monetary basis.
- Based on the requests from outside sources, consultancy work will be assigned to the appropriate department and /or faculty with the required expertise.
- Faculty providing consultancy will be permitted to use college resources on the basis of request. From the revenue generated expenses need to be reimbursed to the college.
- Consultancy work has to be accepted with appropriate documents and relevant content and through proper channel.
- Consultancy work is considered as the additional work for the faculty.

### **CONSULTANCY PROCEDURE**

- Request for consultancy service has to be approved by consultancy cell and Principal after obtaining the consent of the Head of the Department and individual faculty.
- The Principal, Consultancy cell, Head of the Department and the faculty concerned has to decide on the project considering the nature of service, resource availability, faculty commitments and monetary/non-monetary benefits.

- On final approval of consultancy activity, the Principal will issue a written permission to the department/faculty or a group of faculties with the terms and conditions applicable for the activity.
- The nominated faculty shall report the progress of the work to the Consultancy cell and Head of the Department periodically.
- Research work can be combined with consultancy project. Any publication related to consultancy work must be duly acknowledged in the report.
- Confidentiality of the outcome needs to be maintained.

#### **NATURE OF CONSULTANCY ACTIVITIES**

- Knowledge based
- Technical expertise based

#### **RESPONSIBILITY FOR CONSULTANCY WORK**

- College
  - College is responsible for both the outsiders and the faculty relating to the consultancy work.
  - Provide adequate environment, resources and recognition for the efforts.
- Consultancy cell
  - Identify the sources of the consultancy work.
  - Be in touch with the society and industries for effective utilization of resources.
  - Ensure adequate documentation and streamlining of consultancy activities.
  - Ensure the functioning of the regular work with no deviation for consultancy work.
  - Will be responsible for the completeness of the work within the deadline and report submission for every work to the management.
  - Faculty has to provide a budgeted expenditure statement to the cell. Cell has to get the approval of the beneficiary under the terms and conditions as stated by the institutions.
- Department
  - Identification of areas of consultancy.
  - Identification of faculties, students for the promotion of consultancy activities.



- Facilitating environment to carry out the consultancy work.
- The Head of the Department will be responsible for assigning the work to the faculty expert.
- Faculty
  - Faculty consultant must always comply with college policies and principles.
  - The level of consultancy activities is to be reported periodically.
  - The results and outcome must be maintained with confidentiality.
  - Signed approval of the Secretary and Principal need to be obtained to utilize college resources in the proper format.
  - Remuneration to the students involved in the work has to be fixed by the faculty with the written approval from the Principal, Consultancy cell and Head of the Department.
- Student
  - Has to maintain the confidentiality of consultancy work carried out in support of the faculty.
  - Has to avoid any unethical benefit /usage of consultancy work.
  - Remuneration to the students will depend on the nature of work.

#### **BENEFITS:**

##### *For the Faculty members*

- Effective utilization and expansion of knowledge, skill, technology and equipment/resources.
- Recognition and appreciation of the special skills.
- Monetary returns capitalizing knowledge, skill, technology and resources.
- Participating in enhancement of the commercial environment and society.

##### *For the Students*

- Opportunity to learn real world experience.
- Opportunity to undergo internships in real time environment.
- Acquire skills to meet the current employability challenges.
- Earn while learn.

##### *For the College*

- Recognition for College.
- Association with the society.
- Institutional impact on the community.

***For the Society***

- Progressive Development of Agriculture
- Improvement in Industrial and Business Sector
- Environmental Protection and Enhancement

**REVENUE GENERATION**

Consultancy may be expense /non-expense based. Revenue generated after meeting expenses and/or cost of resources utilized can be shared in the proportion of 4:1 in the case of knowledge based consultancy work. In order to encourage and motivate the faculty to take up consultancy, the faculty may retain the amount received for consultancy with the consent of the Principal

*Rajivari*

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