



Seva Mandal Education Society's

Dr. Bhanuben Mahendra Nanavati College of Home Science (Autonomous)

NAAC Re-Accredited 'A+' Grade with CGPA 3.69/4 | UGC Status: College with Potential for Excellence
Selected under "Enhancing Quality and Excellence in select Autonomous College" Scheme Rashtriya Uchchar Shiksha
Abhiyan (RUSA) | 'Best College Award 2016-17' adjudged by S.N.D.T. Women's University
Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex
338, R.A. Kidwai Road, Matunga, Mumbai - 400019. Tel: 24095792 Email: smesedu@gmail.com

CONSULTANCY POLICY

Consultancy is defined as the practice of sharing of expertise with as an individual faculty or as a team of staff members who may be permitted to use the facilities and infrastructure of the institution for project work conducted for collaborating industries/corporates/ institutions/organizations

Definitions of consultancy work could include the following:

- a. Commissioned training in specialized areas
- b. Project evaluation for another organization
- c. Product testing
- d. Product designing and development
- e. Subject specific inputs
- f. Technical assistance
- g. Policy drafting
- h. Any other

GUIDELINES (Revised points are marked with asterisk *)

1. Faculty may take up the listed activities with the permission of the Principal after consultation with the Head of the Department a request seeking permission should be forwarded by the Principal to the Governing Council of Seva Mandal Education Society, which is the parent body.
2. Consultancy projects can be undertaken concurrently as long as the faculty ensures that the work undertaken should not interfere with the teaching/examination work and other duties assigned by the College authorities.
3. The time devoted for consultancy work should be after college hours and during the vacation.

4. A Memorandum of Understanding (MOU) should be drawn up which clearly states the nature of work to be executed under the consultancy project between the college and the collaborating agency. The duration of the project and proposed timeline should be clearly mentioned.
5. Any facilities available in the institution such as laboratories, infrastructure, as well as consumables used for the purpose of consultation must be charged to the consultancy/research project.
6. A separate ledger of accounts should be maintained by the Department/ College/Institution for resource generated from the activities. The same shall be utilized for infrastructure development and other facilities as may be deemed fit by the Head of Department/Principal of the College/College Management and the concerned teacher generating the said resources.
7. A Dead Stock Register shall be maintained wherever applicable. The Department shall be accountable for the same.
8. A report on the consultation work undertaken by the staff members of the college should be placed before the Management of Seva Mandal Education Society before disbursal of funds.
9. In general, honorarium received, shall be shared in the ratio of 40:60 between the college and the consultant/researcher college staff member. The College share will be 40% while teachers who have undertaken consultancy will get 60% of the surplus after deducting all the expenses. However, this ratio may be subject to change depending on the proposal submitted for consideration to the Management and the Principal.
10. In case of all department members being involved in a single project 40% of the total Cost of the project can be charged as professional fee for consultancy and shared by members according. The total cost of the project should also include administrative charges and service tax applicable
11. A detailed work plan, including the budget needs to be approved by both the partnering institutions prior to the commencement of consultancy.
12. On completion of the consultancy, a report needs to be submitted to the college and the partnering industries/ corporates/ institutions.
13. Any publication that arises out of the project will acknowledge the college as a partner of the project.
