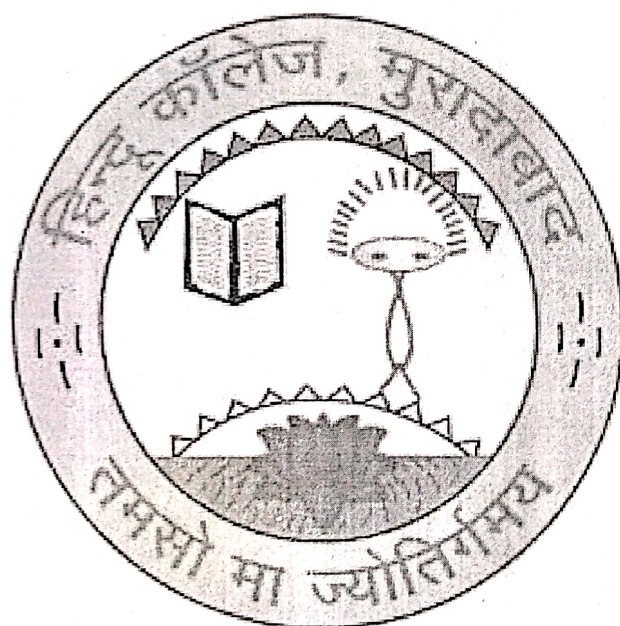


हिन्दू कॉलेज, मुरादाबाद Hindu College, Moradabad

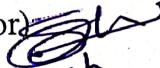
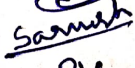
Affiliated to Guru Jambheshwar University, Moradabad



CONSULTANCY POLICY

Consultancy Policy

Prepared by

1. Mr. Sohan Kumar Rajak (Coordinator) 
2. Mr. Sarvesh Chaturvedi (Member) 
3. Dr. Ravikant Divakar (Member) 

Checked by


Principal

PRINCIPAL
HINDU COLLEGE
MORADABAD

CONTENTS

S. No.	DESCRIPTION	PAGE No.
1.	INTRODUCTION	1-2
1.1	Objectives	1
1.2	Vision	2
1.3	Mission	2
2.	CONSULTANCY POLICY	2-3
2.1	Scope of Consultancy works	2
2.2	General Principles of Consultancy	3
2.3	Sharing Consultancy Fees	3
3.	STANDARD OPERATING PROCEDURE FOR EXECUTION OF CONSULTANCY WORKS	3-4
3.1	For receiving the work from the client	3-4
3.2	Action for Executing the Consultancy Work	4
3.3	Completion of work and Communication of the Report to the Client	4
3.4	Distribution of the Money Received	4

1. INTRODUCTION

Hindu College, Moradabad is one of the oldest and most renowned institutions of western U.P. It is affiliated to Guru Jambheshwar University, Moradabad. The college is being aptly managed by renowned scholars, erudite and diligent civilians of Hindu Educational Society. The college started its journey as Junior High School in 1911, later on, it got affiliation for High School in 1916 and for Intermediate in 1937. The college got the status of Graduate in 1949 and Post Graduate in 1950. The college is situated in the heart of the city near to Railway and Bus station. The college possesses a lush green vast campus for healthy and soothing environment for teaching and learning. The college is well equipped with central and departmental library, laboratories, lecture halls, play-ground, girl's hostel and a small community clinic. Faculty members in the department are experienced in teaching, Industry and Research, are capable to handle consultancy works. In this connection Institution started consultancy service cell for better growth.

Consultancy services are an academic environment function as a tool for contributing to the national economic growth. The institution strives to promote and enhance the expertise and research inclination of the faculty members to create mutually beneficial opportunities for collaborative research and consultancy services. The consultancy projects and services enrich and broaden the professional experience and knowledge of the teaching faculty.

To stream the activities, consultancy service cell established with Principal as Chairman and Department head as Co coordinators (the area of consultancy department wise mentioned).

1.1 Objective:

1. To provide support to the client by consultancy in various discipline which give benefits to the society and industry.
2. To facilitate consultation and testing services with infrastructure of institute.
3. To encourage the faculty to actively engage in consultancy work beside their academic & research works.
4. To update the technical knowledge of the faculties.

1.2 VISION

- To be a platform to offer best technical services to the society and industry.

1.3 MISSION

1. To develop products and consultancy services as per client's requirement.
2. To provide consultancy to the start-ups, entrepreneurs and small/ medium scale Industries.
3. To bridge the gap between Institute and Industry for the development.

2. CONSULTANCY POLICY

2.1 Scope of Consultancy Works:

Consultancy includes an assignment or job for providing expert advice; problem solving, targeted training, testing and lab based experimental work, market research and survey by minimum use of institutional facilities for essential experimentation needed to meet the objectives of the consultancy assignment. The faculty members of the institute or the department involved in consultancy are referred as consultants and the industry or private party or any other outside agency seeking consultancy is referred as the beneficiaries. This policy is applying to:

- Consultancy services may be offered to industries, service sector, government departments and other national and international agencies in niche areas of expertise available in the institute.
- Consultancy services offered may cover a variety of activities such as feasibility studies, assessment of design and audit work, product design, process development, and expertise to select groups in specific organisations, vision and strategy statement and so on.
- All consultancy and related jobs need to be structured and executed in the spirit of promoting institute

2.2 Consultancy Rules

1. Consultancy works are taken up by the concerned coordinators.
2. Consultancy works are taken up by consultant with the approval from component authority.
3. Work progress shall be intimated by the concerned team to their Coordinators.
4. The data shall not be disclosed by the members of the team executing the work to anyone in oral/written/mail without approval of the competent authority.
5. The meeting will be conducted when required.
6. The activities will be intimated to IQAC.
7. Consultancy services undertaken should not be in conflict with interest of the institute.
8. In the context of consultancy services, the consultant should not directly or indirectly involved in any activity that is unfair or unethical.

3. Consultancy Fees

The consultancy cell will classify the field of consultancy into those for which fees may be charged and those which are free of cost. Generally consultancy given for the benefit of the society /students and other stakeholders will be free of cost but fee will be charged for other such as consultancy to business organization, corporate etc. The fee structure will be prepared and proposed by competent authority (Principal). A separate account will be managed by the institute to control all financial activities related to consultancy and account will be audited time to time according to the requirement.

3. STANDARD OPERATING PROCEDURE FOR EXECUTION OF CONSULTANCY WORKS

It consists of four Standard Operating Procedure (SOPs)

3.1: For receiving the work from the client:

- Client requisition (manually/email/letter) received by the concerned coordinators.

- The letter addressed to the competent authority by client and will send to the concerned coordinator in the form of mail or hardcopy or scanned copy.
- The concerned coordinator will take up the consultancy work.

3.2: Action for Executing the Consultancy Work:

- Client requisition will be processed by the concerned coordinator and constitute a team for executing the work.
- The team/Coordinator interacts with the client for discussing the requirements of their work.
- After finalizing the scope of work estimation and time line for executing the project will be sent to the client by the team/ coordinator.
- After getting the approval from the client work will be taken up. The consent by the client may be oral/letter/telephonic discussion.

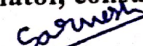
3.3: Completion of work and Communication of the Report to the Client:

- After completion of the work, report will be sent to the client along with the bill for the payment.
- Copy of the payment bill will be sent to accounts department.
- Department coordinator will send completion of work to the competent authority.
- Before execution and completion of work, IQAC will look in to the activity.

3.4: Distribution of the Money Received:

- After the receipt of the money from the client, it is managed as per the guidelines of the Institute by the concern Department.


1. Sohan Kumar Rajak
Coordinator, consultancy committee


2. Mr. Sarvesh Chaturvedi
Member Consultancy Committee


3. Dr. Ravikant Dwivedi
Member Consultancy Committee


(Prof. Priyansha Singh)
Coordinator IQAC


(Prof. S.S. Rawat)
Principal
PRINCIPAL
HINDU COLLEGE
MORADABAD