

CONSULTANCY POLICY

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**RAMACHANDRA
COLLEGE OF ENGINEERING**

(Approved by AICTE, New Delhi, Affiliated to JNTUK: Kakinada)
NH-5 Bypass Road, Vatluru (V), ELURU - 534 007, A. P.

NAAC

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL



B++ Grade

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Consultancy Policy

Prepared by

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Principal
PRINCIPAL

Ramachandra College of Engineering
VATLUR (V), ELURU - 534 007
West Godavari District



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1. INTRODUCTION

Ramachandra College of Engineering was established in the year 2008. It is one of the premier institutions in Andrapradesh, India. 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 Electronics and Communication Engineering, Civil Engineering, Electrical and Electronics Engineering, Computer Science and Engineering, Mechanical Engineering and Master of Business Administration. 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).

Objective:

1. Institute provides support to the client by consultancy in various discipline which give benefits to the society and industry.
2. Facilitate consultation and testing services with infrastructure of institute.

To encourage the faculty to actively involve in consultancy work beside their academic, research and update the same to the faculty technical knowledge in concern with the client.

VISION

To be a platform to offer best technical services to the client

MISSION

1. To develop products and consultancy services as per clients requirement
2. Provide consultancy to the startups, entrepreneurs and small/ medium scale Industries
3. Bridge the gap between Institute and Industry for the development



2. COUNSULTANCY POLICY

2.1. Scope of Consultancy Works

Consultancy services cell offer services to Industry, Government Agencies, Private and Public Enterprises, Product Development centers and Startups. Area of consultancy include feasibility surveys, product design, product development, Software and hardware design ecology and environment

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 (Chairman of the consultancies committee)
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 coordinator.
5. The meeting will be conducted by twice in a year and as and when required
6. The activities will be imitated to IQAC

2.3 Sharing of Consultancy Fees

The receivables by consultancy works from the client after statutory deductions can be shared.

S.No.	Activity	Remuneration
1	Consultancy Services	60% to the Consulting Faculty Institute 40% to the Institute



STANDARD OPERATING PROCEDURE FOR EXECUTION OF CONSULTANCY WORKS

It consist of four Standard Operating Procedure (SOPs)

SOP No 4/1: For receiving the work from the client

1. Client requisition (manually/email/letter) received by the concerned coordinators.
2. The letter addressed to the chairman by client and will send to the concerned coordinator in the form of mail or hardcopy or scanned copy.
3. The concerned coordinator will take up the consultancy work

SOP No 4/2: Action for Executing the Consultancy Work

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

SOP No. 4/3: Completion of work and Communication of the Report to the Client

1. After completion of the work, report will be sent to the client along with the bill for the payment.
2. Copy of the payment bill will be sent to accounts department.
3. Department coordinator will send completion of work to the chairman.
4. Before execution and completion of work, IQAC will look in to the activity.

SOP No. 4/4: Distribution of the Money Received

1. After the receipt of the money from the client, it is distributed as per the guidelines of the Institute by the concern Department.
2. Concerned coordinator distributes the money to the team members according to the role of team members.
3. The amount will be given in Cash / in the account of the faculty who carried out the work.


Principal
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RCE/CONSULTANCY/2018

Date: 12.12.2018

POLICY GUIDELINES ON CONSULTANCY PROJECTS

1. The faculty in any Higher Educational Institute is expected to take up consultancy projects and contribute to the growth of institute and Industry and thereby to the nation. Following are the guidelines for taking up consultancy projects by the faculty of the Institution.
 - a). Consultancy projects should be proposed through and approved by the Head of the Department.
 - b). Head of the Department will form a group of faculty to undertake and execute a consultancy projects.
 - c). Head of the Department must submit the details of expenditure incurred and the amount received from the client, in executing the consultancy project to the principal.
 - d). 40% of the approved balance amount of the project may be give to the Institute.
 - e). 60% of the approved balance amount of the project may be given to the faculty members involved in execution of the project. Head of the Department has to submit the details of distribution of the balance amount to the faculty involved and seek approval of the Principal.
 - f). Documentation to the effect is required to be maintained by the Department.
2. The guidelines given above are to be followed with immediate effect.


Secretary & Correspondent

Copy to:
Principal
All Head of the Department
Dean R&D
A.O
Accounts Officer
IQAC



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CONSULTANCY SERVICES

Date: 17.12.2018

Minutes of the Consultancy Services Cell Meeting

The meeting of the consultancy services cell was held on 17-12-2018 at 11.00 AM in the Principal chamber, Ramachandra College of Engineering.

The following members were present.

S.No.	Name of the Faculty	Designation	Roll
1	Dr. Dola Sanjay. S	Principal	Chairman
2	Dr. V.Suryanarayan	Dean – R&D HOD-CSE	Convener
3	Dr.S.Jagan Mohan Rao	HOD – ECE	Member
4	Dr.S.Jayalakshmi	HOD-EEE	Member
5	Dr.Vara Prasad	HOD-Mech	Member
6	Mr.Sathya Narayana	HOD-CIVIL	Member
7	Mrs.Durga Sri	HOD-MBA	Member







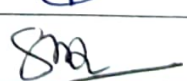
- Chairman of the committee welcomed the members
- The chairman of the consultancy cell briefed the members about the consultancy works carried out by various departments
- The committee reviewed the consultancy works carried out and asked their members to widely publish the works they can take up for consultancy services by visiting the industries, companies and research organization by giving information about the strengths and expertise available with the institution.
- The chairman asked the members to involve more faculty members in their departments in consultancy projects for which all the members agreed to do so.

Observations and Recommendations of the Committee:


The committee suggested following measures to improve the consultancy works of the institution.

- More emphasis has to be given for consultancy works by conducting orientation program in order to encourage faculty members to carry out works in their respective areas.
- To equip the department for various consultancy works, equipments required for the same must be put up to the consultancy cell by the concerned heads of department after due consultation with their faculty members.
- The members expressed satisfaction for the help they received from IQAC

The chairman ended the meeting by expressing gratitude to the members for sparing their precious time and giving valuable suggestions.

S.No.	Name of the Faculty	Designation	Roll	Signature
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4	Dr.S.Jayalakshmi	HOD-EEE	Member	
5	Dr.Vara Prasad	HOD-Mech	Member	
6	Mr.Sathya Narayana	HOD-CIVIL	Member	
7	Mrs.Durga Sri	HOD-MBA	Member	

Copy to:
Secretary & Correspondent
IQAC
All Heads and Members


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