



शिवाजी विद्यापीठ, कोल्हापूर

परिपत्रक

विषय :- विद्यापीठातील Consultancy Service बाबत धोरण ठरविण्याच्या अनुषंगाने गठीत केलेल्या समितीने तयार केलेला Application Proforma व Guidelines बाबत.

उपरोक्त विषयास अनुसरून सर्व अधिविभागप्रमुख, संचालक, समन्वयक प्रशासकीय विभागप्रमुख यांना आदेशान्वये कळविण्यात येते की, विद्यापीठातील Consultancy Service बाबत धोरण ठरविण्याच्या अनुषंगाने गठीत केलेल्या समितीने तयार केलेला Application Proforma व Guidelines ला. दि. २७ एप्रिल, २०१८ रोजीच्या व्यवस्थापन परिषदेच्या ठराव क्र. ३० ने मान्यता देण्यात आलेली आहे

तरी Consultancy Service बाबत येथून पुढे सोबत जोडलेल्या Application Proforma व Guidelines नुसार कार्यवाही करण्यात यावी.

Signature
प्र. कुलसचिव

सोबत - वरीलप्रमाणे.

जा.क्र.आस्थापना पीजी/ 4748

दिनांक - 1 JUN 2018

प्रति,

१. सर्व अधिविभागप्रमुख, संचालक, समन्वयक, शिवाजी विद्यापीठ, कोल्हापूर.
२. सर्व उपकुलसचिव, कायदा अधिकारी, जनसंपर्क अधिकारी, सहाय्यक कुलसचिव
३. सर्व प्रशासकीय विभागप्रमुख.
४. स्वयं सहाय्यक - मा.कुलगुरु, मा.प्र-कुलगुरु, कुलसचिव, संचालक परिक्षा व मुल्यमापन मंडळ, वित्त व लेखा अधिकारी यांना माहितीसाठी.
५. सदरचे परिपत्रक इंटरनेटवर प्रसिध्द करण्यात यावे
६. सदरचे परिपत्रक आपल्या अधिविभागातील सर्व शिक्षक व प्रशासकीय सेवक यांच्या निदर्शनास आणावे.

SHIVAJI UNIVERSITY, KOLHAPUR

APPLICATION PROFORMA FOR CONSULTANCY SERVICES PROVIDED BY DEPARTMENTS/SCHOOLS/CENTRES

1	Consulting Department /School/Center:	
2	Name, E-mail and Phone no. of the Expert/ Faculty:	
3	Name, Address, E-mail and Phone no. of the Consulting University /Company /Institute/Individual:	
4	Type of "Consultancy Services" Sought: (please tick)	
	(i) Services where institutional consumable and non-consumable facilities are required to be used.	
	(ii) Service where institutional non-consumable facilities only are used	
	(iii) Advisory consultancy in which the university facilities are not to be used	
	(iv) Government Projects like evaluation of various schemes proposed at State/Central Government or any Public organization	
5	Details and work plan of the consultancy service sought (enclosed separate sheet):	
Declaration		
We hereby agree to abide by the Rules for Consultancy Services of Shivaji University, Kolhapur		
Signature with seal		
(Consulting/Industries/Institute/University/College)		(Expert from Shivaji University, Kolhapur)
Name: Address: Designation:		Name: Address: Designation:
Forwarded through:		
Head of the Department/School/Center		Registrar
Budget head: "Consultancy Services" (.....)		
D.D. Number/Challan Number with date:		

Guidelines

All applications seeking permission for using consultancy services in the various departments/schools/centres of the University, on case-to-case basis, shall be addressed to the Registrar, Shivaji University, Kolhapur.

1. The concerned expert(s) in the department/schools/centers shall discuss the nature of work and prepare a work-sheet and estimate either in a single lot or phase-wise and submit the same through Head of Department to the Registrar, along with split-up of money received on account of the project, for approval. While preparing the work-sheet, the expert(s) shall clearly mention the cost of total quantity of consumables, materials, the use of equipment and duration of use, association of the various persons who will work with the experts for the experimentation, field work, computation and interpretation of results. Consultancy work shall begin only on production of the confirmed order from the concerned individual/party/firm/ or token amount. Notwithstanding anything mentioned above token amount is not required for Government agencies, organization.
2. After the completion of the work the expert(s) shall submit the final report to the Registrar through the Head of Department.
3. All the remittances be made in cash/DD in the name of Finance and Accounts Officer, Shivaji University, Kolhapur in the budget head "Consultancy Services. "
4. The charges collected on consultancy be distributed as shown below:

Types of Consultancy Services & Distribution of Charges collected as per clause 4 (i-iv):

Sr. No.	Clause (Sub-clause)	University	Consulting Department(s)/ school(s)/Centre(s) /College(s)	Consulting Expert(s)	Technical Staff (s)/Operator(s)
1	4 (i) ^s (after deducting and transferring the cost of consumables to the consulting Department)	20%	30% (to be equally shared amongst Departments of participating experts)	30% (to be equally shared amongst number of experts)	20% (to be equally shared amongst the number of Technical Staff/operator)
2	4 (ii)	20%	30%	50%	-
3	4 (iii)	25%	-	75%	-
4	4 (iv) (Government projects like evaluation of various schemes proposed at state/central Government or any public organization)	20%	30% (to be equally shared amongst Departments of participating experts)	30% (to be equally shared amongst number of experts or maximum of ceiling of Rs. 3000 per day per expert)	20% (to be equally shared amongst the number of Technical Staff/operator)

§ In case of “Routine testing Services” offered by various University Departments/Schools/Centers, like water/soil/air or any other Routine Testing and analytical services in the departmental laboratories, the submission of “Application Proforma for Consultancy Services” provided by the University is not mandatory. However, in such cases, the consultancy charges be deposited in the “Departmental Consultancy Services” sub-budget head. For the distribution of these consulting charges, the above table is applicable as per consultancy types.

5. The money will be credited to the department, and paid to the expert(s) and technical staff(s)/operator(s) at the conclusion of each consultancy case. The Departmental allocation collected in a year, if not spent in the same year, shall be carried forward to the next year. This amount may be utilized by the department for both consumable material or equipment and special technical literature.
6. In no case shall the total fees accepted by each employee of the University during the financial year exceed his/her annual basic pay during the year and exceed surplus shall be credited to the University account.
7. University or University Staff shall not be responsible to any mishap or damage caused to man power or property while further applying the results of the consultancy project. This clause will be included in each consultancy contract.
8. The clause concerning the distribution of the consultancy services be made operative from 1st April 2018.
9. If the expert reports that the project cannot be successfully completed, 50% of the money received as an advance be paid back to the party.
10. If the expert fails to undertake the further processing of the project the entire amount received as an advance be refunded. In case the expert leaves the services of the University or on his/her demise, and in case the same work cannot be undertaken by any other person in the department, 75% of the money received as an advance be paid back to the party.
11. If any faculty member contributes to an innovation or new concept to the existing technology, the same be recorded in the service book of the person as an achievement
12. The publication rights of the project or patent rights shall be vested to the expert(s) only.
13. If any new equipment design is developed by an expert(s), for production by CFC/USIC or any outside party, 25% of the cost of the equipment be paid to the expert(s) as his/her consultancy charge on as many units as may be fabricated subsequently. Remaining 75% be credited to the University account.