

VMV COMMERCE JMT ARTS & JJP SCIENCE COLLEGE

(Recognised by Govt. of Maharashtra & Affiliated to R.T.M. Nagpur University, Nagpur)

NAAC Accredited 'B+' Grade

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Ref. No. :

Date : / /

RESEARCH & CONSULTANCY SERVICES POLICY

Preamble

With the vision to achieve Excellence in Education to be applied to all sections of society, Shri Nagpur Gujarati Mandal started VMV Commerce, JMT Arts, and JJP Science College. Under the aegis of Shri Nagpur Gujarati Mandal, the college is committed to serving society, and today it has metamorphosed into a distinguished educational institution committed to imparting education to the underprivileged. Located in Wardhaman Nagar, it has earned a strong reputation as the best Eastern Nagpur Educational Hub, with a focus on educational excellence and community services. Founded as a part of a noble journey in 1905, VMV College has set new horizons for excellence and educational prowess. It cultivates and promotes a quality research culture with an emphasis on freedom of inquiry, thought, expression, and publication, and has a strong alumni network occupying high positions in society. VMV College boasts of an inspiring example of dedication, innovation, and commitment to educational excellence.

Through their Consultancy Services, the Educational Institutes provide expertise or essential advice to external organizations, fulfilling academic and social requirements. The faculty of VMV College has been engaged in consultancy services. The college consistently encourages its staff to get involved in the promotion of consultancy to promote innovativeness and research in education. This helps maintain a productive relationship with society and creates an ambience that furthers professional development by introducing new ideas. The consultancy service provided by VMV College to external organizations will be of contractual nature.

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RESEARCH POLICY

Aims and Objectives

The research policy of the college aims to identify research areas of academic, practical and social relevance. The research policy has been framed to analyze, understand, and effectively respond to all types of challenges posed in the pursuit of quality research.

- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.
- To Develop and promote scientific temper and research aptitudes in the learners.
- To strengthen the institutional capacity for planning and budgeting research activities of the college.
- To create awareness of patents and IPR, also assist them in applying.
- The college is open to collaborations and associations from outside experts and institutions.
- To avail opportunities for research both in and outside the institution.
- To inculcate research acumen among faculty and students.
- To facilitate infrastructural and financial support for research activities.

Guidelines for Faculties and Students:

- Faculties should publish at least **TWO** research publication in Scopus / UGC-CARE / Peer-review Journals / chapters in ISBN publications, National / International Conference / Seminar / Symposium / Workshop.
- Minor and major research projects can be taken up by the faculty. Projects may be sponsored by the University, UGC or ICSSR, or other appropriate sources as identified by the individual researcher. The institution provides infrastructural support for these projects such as a library, computer, reading space, printing facility etc.
- Faculties can involve students as field investigators on projects, so that research abilities will be inculcated amongst them.
- Departments can also carry out subject-specific or inter-disciplinary research by taking up self-sponsored projects. This provides the students with practical knowledge and an opportunity to investigate socially relevant issues.

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- Students' participation in seminars, conferences, etc is routed through the research forum or respective departments. The students have to submit a copy of their participation certificates to the IQAC or concerned department guiding them in the research.
- Research process and publication of research should be aligned with professional ethics and code of conduct, including plagiarism checks to be the responsibility of the author/s. The institution proposes to subscribe to plagiarism check software and make it accessible to the faculties in the near future.
- Faculty members should be given on-duty leave if they go to any National / International seminar/conference/workshop as a resource person or paper presenter.

Guidelines for Financial Assistance from College:

1. Faculties should publish at least **TWO** research publications in Scopus / UGC-CARE / Peer-review Journals / chapters in ISBN publications / National / International Conference / Seminar / Symposium / Workshop in each academic session. Faculty will get 5000 INR (Five Thousand only) OR 50% of Registration / Publication fees paid by faculty (whichever is less) as financial assistance.
2. 50% of the total cost of overseas conference registration OR 5000/- whichever is less will be consider once in an academic session.
3. 25% of financial assistance will be provided to the main/co-author from the institution if the research is collaborative.
4. Student's research projects of College level, University, and above-level 100% funding will be provided.
5. The college will provide 'assisting seed money' to teachers/departments for organizing National / International level seminars/workshops/conferences.
6. Funding will be given at the end of the academic session (Academic session starts from 1 June to 31 May)
7. Faculty has to submit (a) a Research Paper (b) Payment Proof and (c) Plagiarism Report (not more than 15 %) for availing financial assistance.
8. Each faculty has to submit details of the research papers published or presented or both along with a copy of the paper to the research and development committee and IQAC every year.

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9. Excess amount of Conferences /Seminars/ Symposium/ Workshops will be transferred to the R & D Committee.
10. All the rights of financial assistance are strictly reserved with the R & D Committee.

Code of Ethics

Researchers are expected to comply with all related regulations, policies, and procedures established by RTM Nagpur University as well as any applicable laws. This includes the code of conduct. Researchers are required to possess the necessary skills and experience to carry out ethical research activities. Moreover, they are also encouraged to undertake training as and when needed to enhance their skills and update their knowledge targeting their professional development.

It is expected that the researchers will maintain ethical conduct, compliance with regulations, and implementation of an appropriate ethical review process within research community at large.

CONSULTANCY SERVICES POLICY

Purpose

Various college Departments take responsibility for offering their consultancy services so that the institution generates funds while promoting excellence in pedagogy, placement and research.

Scope

The faculty of the college offers their expertise against financial returns. Through its faculty, the institute enters into a short-term contract with an external agency. Developing a healthy professional relationship between the faculty providing expertise and the external agency is essential. The faculty offering their services has to get approval from the institution beforehand to ascertain the benefit to the institution. The consultancy service provided can be in various areas, namely, Skill Development Programmes, Software Development, Psychological Advice, Environmental Management, Design etc.

Approval of Consultancy Work

The approval of the institution's principal is sought before entering into the Consultancy Services contract with the external agency. The faculty offering consultancy services should submit the consultancy project to the principal of the college. Initiating the consultancy will be subject to the permission of the head of the institution.



Broad Guidelines

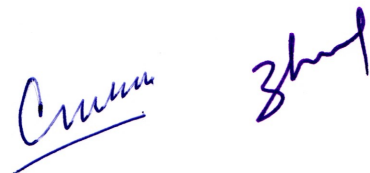
- a) Every Project shall adhere to the terms and conditions outlined by the institution from time to time.
- b) The consultancy service offered will deal with Development Projects, Expert Advice and *Testing Projects*.
- c) The Consultancy Proposal shall be in the prescribed format with details that include title, scope and duration of the consultancy services and the evidence of the communication with the client. Also proper schedule indicating the commencement and the completion of the work undertaken, and the amount required for the consultancy should be mentioned in the format.
- d) The total investable time for the consultancy activity shall not exceed 30 working days per academic year. Such duration of the consultancy services shall be communicated to the principal. If the need arises for extension of the duration of the consultancy services being offered, it will be mandatory to take the permission of the principal of the institution to this effect.
- e) The Principal of the institution can use his discretion to assign such work to the faculty possessing special knowledge and skill in the concerned area.
- f) The charges towards the consultancy services can be paid in advance. However, if the assignment is scheduled for an extended period, then the payment can be made in stages as agreed upon by the parties.
- g) The consultancy services offered by the faculty shall in no way impact adversely on his or her regularly assigned official duties.
- h) The institution will support the faculty offering the consultancy services with the required administrative support.
- i) The expenses involving the college charge and service tax shall be expended by the sponsoring agency.
- j) The purchase and the travel guidelines of the college shall be followed during the consultancy work.
- k) The students of the college can also be involved in the consultancy work with the prior permission of the principal. The students will be suitably paid for any task assigned to them.

Conflict of Interest

A conflict of interest will occur in case the faculty of the institution works for his or her own personal benefit at the expense of the institution. This shall be avoided. The services offered shall follow professional ethics without any deviation.

Sharing of Income

The faculty or the group of faculty offering the consultancy services is entitled to keep 70% of the share while the institution is entitled to 30% of the net income. The income earned by the faculty will be taxable as per the tax norms. All the financial transactions will be executed online. The faculty and other members involved in the consultancy service shall be duly paid by the institution after completion of the work after communication to this effect made with the client.



General Conduct

The original documents related to the consultancy work shall be submitted in the institution for financial purpose. The client shall consult the principal of the institution regarding the is of college name, college logo etc.

Solution of disputes

Lack of clarity, if any, shall be reported to the principal. His discretion on such issues would be final.

The revision of the policy document may be effected by the principal in consultation with the Research Coordination Committee.

Exclusions

Research Grants, Scholarship or general dissemination of knowledge does not fall under the domain of consultancy policy.

SOP for Consultancy Services:

1	The Consultancy Proposal shall be in the prescribed format.	Staff Member
2	The consultancy proposal shall include title, scope and duration of the consultancy services and proof of communication with the client.	Staff Member and Client
3	Proper schedule indicating the commencement and the completion of the work undertaken, and the amount required for the consultancy should be mentioned in the prescribed format.	Staff Member
4	In case of the need based extension in the consultancy work, the permission of the principal is necessary.	Principal
5	The Principal of the institution can use his discretion to assign consultancy work to the faculty possessing special knowledge and skill in the concerned area.	Principal
6	The expenses for an assignment shall be paid in advance. However, for the work of prolonged nature, the payment in stages may be accepted.	Company
7	The consultancy work should not have any adverse effect on the primary function and regular duties of the faculty who has been assigned the consultancy work.	College Faculty/Research Staff
8	The necessary administrative support will be provided by VMV College.	Office Staff

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9	The sponsoring agency shall take care of all the expenses of the consultancy work including service tax and college charges.	Sponsoring Agency
10	The existing college purchase and travel guidelines will apply for the purchases and travel requirements during consultancy work.	Staff Member
11	Students can be permitted to work on consultancy project with the permission of the principal of the college. They will be paid suitable honorarium for their work.	Principal



Dr. A.I. Mudgal
Principal

Officiating Principal

*J. M. Vasant Commerce, J. M. Thakar Arts
& J. J. Patel Sci. College
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Shri Sanjay Thakar
General Secretary
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