

Enclosure – 5

**Norms for Research, Consultancy & Other Activities**

**SVT College of Home Science (Autonomous)**

**S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI**

**Ref.No. : (AC Item No.23 dated 19.4.2012)- SNTD Women's University, Mumbai**

SVT College of Home Science is an autonomous and constituent College of SNTD Women's University, Mumbai. As an autonomous College Research, Consultancy and extension are important activities and have a significant weightage for NAAC Reaccreditation. The college would like to accept the guidelines for promoting research, consultancy & extension by teachers as stated by the norms of SNTD Women's University. Some of the points based on these guidelines which can be followed by SVT College of Home Science are appended below for clarity of implementation.

Illustrations of consultancy work:

- a. Commissioned research
- b. Commissioned training
- c. Management related consultancies
- d. Project evaluation / assessment
- e. Product testing
- f. Testing individual or group
- g. Product development
- h. Clinical OR laboratory research
- i. Any other

**I. Activities involving outside work may be clubbed under two major categories :**

Type 1 – Activities which do not bring in remuneration for the University / College, but for which the specific knowledge and expertise of the faculty member is a major input.

Illustrations

- a. Writing books
- b. Writing manuals
- c. Assisting National Councils and other regulatory bodies
- d. Contributing as experts or members in Government / Semi-Government bodies and other academic institutions.
- e. Being a resource person in training programmes conducted by Government, Semi Government or academic institutions.
- f. Attending meetings as Board of Directors in private sector.



Type 2 – Activities which bring in remuneration to the University through the use of knowledge and expertise of a faculty member.

- 1 The Teaching Staff members of the college may take up the listed activities as stated above ( Point No.1 of University guidelines ) with the permission of the Head of the Department provided that the content of such work falls within the preview of his / her specialty. The Head of the Department must take permission from the Head of the Institute. The request for permission should be forwarded to the Head of the Institution through the IQAC (committee) Chairperson for approval.
- 2 For Type 2 activities normally at any time only 2-3 consultancy can be undertaken concurrently depending on the duration of the project. The consultancy work should not interfere with the normal teaching /examination work of the College and other duties which may be assigned to staff by the College or University authorities.
- 3 Normally the time devoted for such activities should be after college hours. The staff members are free to use their vacation for consultancy work.
- 4 Consultation work may be for a specific project or a specific period.
- 5 The College will have no responsibility for the advice or assistance given to the party concerned by a staff member.
- 6 Records of honorary membership to Government bodies accepted by each members of staff should be kept in the department and copies there of forwarded to Chairperson IQAC (Committee) with a copy to the Head of the Institute.
- 7 If facilities available in the department such as laboratories, infrastructure are used for the purpose of consultation the consumables must be charged to the consultancy / research project.
- 8 A separate ledger of accounts shall be opened and maintained by the Department / College / Institution for resource generated from the activities and the same shall be utilized for infrastructure development and other facilities as may be deemed fit mutually by the Head of Department / Principal of the College /Director of Institution and the teacher generating said resources. Dead Stock Register shall be maintained wherever applicable. The Department / College / Institution shall be accountable for the same. The University/Government shall verify the records as and when required.
- 9 There shall be no bearing on the grant in aid (salary / non-salary grant) of the Department / College / Institute shall continue to enjoy the same grants irrespective of the revenue generated from the said activities.



10. An yearly report of the consultation / research work undertaken by the staff members of the college should be placed before Madam Vice Chancellor, Chairperson Board of Management of SVT College of Home Science before March 31st every year with a statement of accounts.

11. All honorarium received for Type 2 activities shall be shared in the ratio of 30 : 70 between the college and the consultant/researcher college staff member. The College share will be 30% while teachers who has undertaken consultancy will get 70% of the surplus after deducting all expenses. In case if staff members are involved in a project, 30% of the total cost of the project can be charged as professional fee for consultancy. The total cost of the project should also include administrative Charges (10%) and service tax applicable.

**II) Any other activity undertaken by Faculty :**

1. The faculty of different departments can collaborate with NGO or other organizations for extension and outreach programme. The cost of the programme implementation should be worked out under different heads. The honorarium to the faculty should range from a minimum of Rs.500/- to 1500/- per hour, may be considered as per the need and scope of the project. A written proposal should be sent by the NGO on their letter head to the Principal of the college along with a brief of the profile of the organization. The details of plan of action and costing should be submitted by the faculty of the department to the organization forwarded through the Principal.
2. If the college faculty wants to conduct a workshop, summer vacation short term courses on relevant areas for students and outsiders as well (only girls, housewives). The College will share the infrastructure and a profit sharing of 70:30 may be considered. In other words 30% of the total profits will come to college.

**III) Publication (In-house) :**

The faculty can engage in publishing manuals, text books or any other educational material for sale. The proposal for the same with contents and 3 sealed quotations of cost for publishing the same should be submitted to the Principal forwarded by the Head of the Department. The college can review the budgetary allocations and approve the sanction through the Purchase Committee and the Finance Board. As per the norm after the college recovers the cost of printing, the profits from the sale of manuals or text books will be shared in the ratio of 70% to 30%, 70% of the profit will be given to the authors and 30% will be retained by the college. Reprinting of old manuals can also be considered on similar basis.

**IV) Collaborative Activities :**

If an organization intends to collaborate with the college or a department to run a self-financing course which has a good scope and may also benefit our own students, we can consider an MOU of 60:40 in terms of profit sharing. In other words the college will give infrastructure to run the course. The entire responsibility of running the course will be on the organization wanting to collaborate. A written proposal detailing the course, fee structure and other functional logistic will be submitted to the Head of the Institute with a copy to Chairperson IQAC (Self Financing) ahead of time for approval. 40% of the total profit incurred from the course will be given to the college.



J. Madan

Signature