



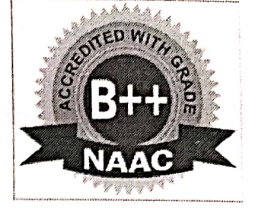
Office

**The Principal Government Digvijay Autonomous PG
College, Rajnandgaon (C. G.)**

Affiliated to Hemchand Yadav Vishwavidyalaya, Durg

Website- www.digvijaycollege.com

Email: principal@digvijaycollege.com



CONSULTANCY POLICY

(Approved by Competent Authority)

Principal

Dr. Suchitra Gupta
Principal
(Seal & Signature)
Govt. Digvijay College
Rajnandgaon (C.G.)



1. Objective

The Consultancy Policy aims to:

- Promote academic–industry interaction and collaboration
 - Facilitate transfer of knowledge, skills, and technology
 - Encourage faculty and staff to provide professional expertise to external organizations
 - Generate additional financial resources for institutional growth
 - Enhance research, innovation, and practical exposure for students
-

2. Definitions

- **Consultancy:** Any professional, advisory, technical, training, or research-based service provided by faculty/staff to external organizations for a fee.
 - **Consultant:** Any faculty member, researcher, or non-teaching staff engaged in consultancy work.
 - **Client/Sponsoring Agency:** Government departments, industries, NGOs, academic institutions, or private organizations seeking consultancy services.
 - **Institutional Consultancy:** Consultancy using college infrastructure, laboratories, or facilities.
 - **Individual Consultancy:** Consultancy based on individual expertise, with or without institutional resources.
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3. Scope

- This policy applies to all teaching and non-teaching staff of the college.
 - Consultancy activities must:
 - Not interfere with regular academic and administrative duties
 - Enhance professional competence and institutional reputation
 - Foster collaboration with industries, institutions, and society
 - Contribute to skill development and employability
-

4. Types of Consultancies

The college may offer consultancy services in the following areas:

- **Training Programs** (skill-based, industry-oriented)

- **Faculty Development Programs (FDPs)**
 - **Internship Programs** (short-term/long-term)
 - **Dissertation/Project Guidance**
 - **Testing and Analytical Services**
 - **Research and Development Consultancy**
 - **Expert Advisory Services**
 - **Workshops, Seminars, Conferences**
 - **Extension and Community Services**
-

5. General Guidelines

- Prior written approval from the competent authority is mandatory.
 - Consultancy work shall not compromise teaching, research, or administrative duties.
 - Faculty/staff may devote up to **10 hours per week** for consultancy.
 - Consultancy involving institutional facilities requires prior permission and applicable charges.
 - All consultancy must comply with institutional policies, IPR regulations, and legal requirements.
 - Confidentiality of client data must be maintained.
 - Annual declaration/report of consultancy work must be submitted.
-

6. Administration

A **Consultancy Advisory Committee (CAC)** shall be constituted with:

- Principal – Chairperson
- Senior Faculty Members (2-3) – Members
- Finance Officer/Representative – Member
- Head of Department (concerned) – Member
- Consultant – Member Secretary

Functions of CAC:

- Scrutinize and approve consultancy proposals
 - Monitor execution and financial aspects
 - Ensure compliance with policy guidelines
 - Resolve disputes and review reports
 - Recommend improvements and policy updates
-

7. Approval & Execution

- Consultancy proposals must be submitted through the Head of Department (HoD).
 - Approval from the Principal/Competent Authority is mandatory.
 - A formal **Memorandum of Understanding (MoU)** or agreement must be signed with the client.
 - Work shall commence only after approval and agreement.
 - Temporary/project staff may be appointed as per institutional norms.
-

8. Financial Norms

Revenue Sharing Model

A. Consultancy with Lab/Infrastructure Use:

- Consultant: **30%**
- Department R&D Fund: **40%**
- College Fund: **30%**

B. Consultancy without Lab Use:

- Consultant: **30%**
- Department R&D Fund: **40%**
- College Fund: **30%**

Components of Consultancy Charges

- Professional/consultancy fees
 - Laboratory and equipment usage charges
 - Travel and fieldwork expenses
 - Staff remuneration
 - Consumables and materials
 - Documentation and reporting costs
-

9. Accounts & Payments

- All consultancy income shall be deposited in the official college account.
- Separate records/accounts shall be maintained for consultancy projects.
- Payments to consultants shall be released only after:

- Completion of work
- Submission of final report
- Income Tax and other statutory deductions shall be applied as per rules.
- Accounts shall be subject to audit as per institutional norms.

10. Time Limit and Fee Structure

Time Limit

- Maximum **30 days per academic year** allowed for external consultancy.
- Treated as **Special Consultancy Leave**.
- Not more than **10 days at a stretch**.

Fee Structure for External Stakeholders/Institutes

Duration	Fee (₹)	Fee (₹)
	(For academic institutions)	(For industries)
1 Week	500	1000
2 Weeks	1000	2000
1 Month	2000	4000
6 Weeks	3000	6000
2 Months	4000	8000

- Fees may be revised periodically by the institution.
- Additional charges may apply for laboratory use, materials, and special services.

11. Use of Funds

- **Department R&D Fund (25%/20%)** shall be used for:
 - Research and development activities
 - Laboratory upgradation
 - Purchase of equipment and consumables

- Faculty development and academic participation
 - **College Fund (15%/10%)** shall be utilized for:
 - Institutional development
 - Infrastructure enhancement
 - Academic and administrative improvement
-

12. Documentation

- All consultancy activities must be properly documented.
 - Mandatory documents include:
 - Proposal
 - Approval letter
 - MoU/Agreement
 - Financial records
 - Final report
 - Copies of reports must be submitted to:
 - Department
 - Consultancy Advisory Committee
 - Annual consultancy report shall be prepared and maintained.
-

13. Involvement of Students/Staff

- Students and non-teaching staff may be involved in consultancy projects.
 - They shall be paid suitable remuneration from consultancy funds.
 - Their participation must not affect academic schedules or institutional responsibilities.
-

14. Dispute Resolution

- Any dispute arising out of consultancy work shall be referred to the Principal.
 - The decision of the competent authority shall be final and binding.
-

15. Special Provisions

- Routine consultancy/testing services with predefined rates may be undertaken with simplified approval.
- Quarterly reporting of such activities is mandatory.

- Urgent consultancy assignments may be permitted with post-facto approval.
 - The institution reserves the right to modify or update the policy as required.
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16. Ethical Compliance

- Consultancy shall not lead to conflict of interest.
- Institutional reputation and integrity must be maintained at all times.
- Confidentiality of client information must be ensured.
- All activities must comply with legal, academic, and ethical standards.

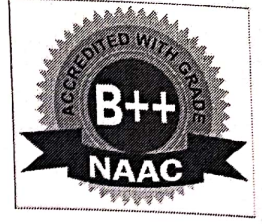
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Annexure I: Consultancy Application Form

1. Name of Consultant:
2. Department:
3. Title of Consultancy:
4. Client Organization:
5. Duration:
6. Type of Consultancy:
7. Resources Required:
8. Estimated Budget:
9. Signature of Applicant:
10. HoD Approval:
11. Principal Approval:



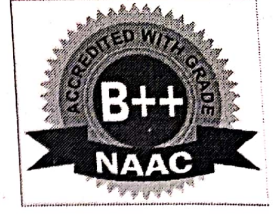
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Annexure II: MoU Format

This Memorandum of Understanding is made between Govt. Digvijay
Autonomous Postgraduate College and

Scope of Work:

Duration:

Financial Terms:

Confidentiality Clause:

Dispute Resolution:

Signatures:

(College Representative)

(Client Representative)





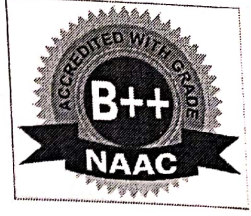
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Annexure III: Consultancy Report Template

1. Title of Consultancy:

2. Consultant Name:

3. Client:

4. Duration:

5. Objectives:

6. Methodology:

7. Results:

8. Conclusion:

9. Financial Summary:

10. Signature:



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LAB SAFETY MANUAL

1. INTRODUCTION

This Lab Safety Manual outlines the essential safety rules, procedures, and responsibilities to ensure a safe working environment in all laboratories of Govt. Digvijay Autonomous Postgraduate College, Rajnandgaon. It applies to students, faculty, technical staff, and external stakeholders.

2. OBJECTIVES

- To prevent accidents and injuries in laboratories
- To ensure proper handling of chemicals and equipment
- To promote safety awareness among stakeholders
- To comply with institutional and regulatory safety standards

3. SCOPE

This manual covers all science laboratories including Chemistry, Physics, Botany, Zoology, and any research laboratories within the institution.

4. GENERAL LABORATORY SAFETY RULES

- Entry only with permission of concerned faculty/lab in-charge
- Wear appropriate Personal Protective Equipment (PPE)
- No eating, drinking, or smoking inside the laboratory
- Maintain discipline and avoid unnecessary movement
- Keep work area clean and organized
- Follow instructions strictly

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Lab coat (mandatory)
- Safety goggles
- Gloves (chemical resistant)
- Closed-toe footwear
- Face mask (where required)

6. CHEMICAL SAFETY

- Always read labels before use
- Use chemicals in required quantities only
- Never mix chemicals without proper knowledge
- Store chemicals as per compatibility
- Use fume hood for toxic substances
- Report spills immediately

7. EQUIPMENT SAFETY

- Use equipment only after proper training
- Check for damages before use
- Do not operate faulty equipment
- Switch off electrical instruments after use
- Follow SOPs for each instrument

8. FIRE SAFETY

- Know location of fire extinguishers
- Do not use open flames near flammable materials
- Switch off gas lines after use
- In case of fire:
 - Raise alarm
 - Use extinguisher if trained
 - Evacuate immediately

9. ELECTRICAL SAFETY



- Avoid wet hands while handling electrical devices
- Do not overload sockets
- Report exposed wires immediately
- Switch off power supply when not in use

10. WASTE DISPOSAL

- Segregate chemical, biological, and general waste
- Dispose waste in labeled containers
- Follow institutional waste disposal guidelines
- Do not pour hazardous chemicals into sink

11. FIRST AID AND EMERGENCY RESPONSE

- First aid box must be accessible
- Report all injuries immediately
- In case of chemical exposure:
 - Wash with water for at least 15 minutes
- Emergency contact numbers must be displayed

12. RESPONSIBILITIES

12.1 Lab In-charge

- Ensure safety compliance
- Maintain safety equipment
- Conduct safety training

12.2 Faculty

- Supervise students
- Enforce safety rules

12.3 Students

- Follow all safety instructions
- Report hazards immediately

13. SAFETY SIGNAGE

- Display warning signs clearly

- Label all hazardous areas

14. TRAINING AND AWARENESS

- Conduct regular safety training programs
- Maintain attendance records

15. DOCUMENTATION

- Maintain accident/incident records
- Keep MSDS (Material Safety Data Sheets)

16. COMPLIANCE

All stakeholders must adhere to this manual. Non-compliance may result in disciplinary action.

Prepared by: Govt. Digvijay Autonomous PG College, Rajnandgaon, Chhattisgarh


Approved by: Principal

Date: 17-4-2026
Principal
Govt. Digvijay College
Rajnandgaon (C.G.)



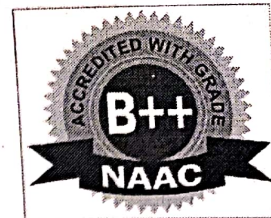
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LABORATORY SAFETY UNDERTAKING FORM

1. Personal Details

- Name of the Student/Staff/Research Scholar:

- Father's/Mother's Name:

- Course/Designation:

- Department:

- Enrollment/Employee ID:

- Contact Number:



2. Undertaking Declaration

I, the undersigned, hereby declare that:

1. I have carefully read and understood all the rules and regulations mentioned in the **Laboratory Safety Manual** of the college.
2. I agree to strictly follow all laboratory safety guidelines, including the proper use of chemicals, instruments, and safety equipment.
3. I will wear appropriate personal protective equipment (PPE) such as lab coat, gloves, goggles, and masks as required.
4. I will not engage in any unsafe practices, including eating, drinking, or misuse of laboratory chemicals and equipment.
5. I will immediately report any accident, injury, or unsafe condition to the concerned laboratory in-charge or faculty member.
6. I understand that I am responsible for maintaining discipline, cleanliness, and safety within the laboratory premises.
7. I agree to follow proper waste disposal methods as prescribed by the laboratory guidelines.
8. I understand that any violation of safety rules may lead to disciplinary action as per college norms.
9. I take full responsibility for my actions while working in the laboratory.

10. I shall be held responsible for any acts of vandalism or damage to equipment within the laboratory, and I undertake to make full restitution for the same.

3. Consent

I hereby voluntarily agree to abide by all the laboratory safety rules and regulations of Govt. Digvijay Autonomous Postgraduate College, Rajnandgaon.

4. Signatures

- Signature of Student/Staff: _____
- Name: _____
- Date: _____

5. Verification

- Verified by (Lab In-charge): _____
- Signature: _____
- Date: _____

6. Department Seal

(Official Seal & Stamp)

