

IRG Policies Exclusively for Fr. CRCE

Kindly note:

1. Policies mentioned here are the outcomes after referring policy documents of selected few institutes including government organizations.
2. Policies framed here are in accordance with requirements of NBA and NAAC accreditations. Number of consultancy projects carried out and amount generated in the institute is one of the important feature of accreditation agencies. There are marks for consultancy activities. It is necessary that faculty and staff of CRCE should undertake consultancy and training activities.
3. As of now policies refer to CRCE alone, which may be modified to suit the requirements of other institutes of Agnel Technical Complex.
4. The sharing formula mentioned for each category is to be read as After Deducting taxes and /or any other expenses decided by management from time to time.

Preamble:

Internal Revenue Generation (IRG) is very important activity for the growth of the institute and institute branding. It gives an opportunity to organization to utilize technical strength of their employees in generating revenue for the benefit of organization. It is proposed to involve more people by giving them some monetary rewards recognizing their efforts and raise brand of the institute. Number of faculty & staff involved in consultancy, the amount generated and rewards to the faculty involved need to be clearly stated.

Professional institutes and associated staff are meant not only to impart theoretical knowledge but to cope with challenges of advances in the technical field for sustained growth. For this to achieve, such institutes must look beyond regular teaching and learning.

- ✓ The only way possible is to get associated with industries and corporates by lending a helping hand in the form of consultancy, training etc.
- ✓ Such associations will mutually benefit both institute as well as industries.
- ✓ For this to succeed, professional institutes should have an appropriate policy to motivate the staff for their active participation.

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Requests for consultancy services come to the Institute due to a variety of factors, such as:

- (i) the professional status, reputation, and, expertise in niche areas, associated with specific individual faculty members and
 - (ii) the Institutional reputation.
- ✓ The roles of the individual and the Institution are complementary and most often value addition arises from this. The individual provides the intellectual inputs and skills and harnesses his expertise and experience towards meeting the client's requirements.
 - ✓ The Institution, on the other hand, provides a diverse range of infrastructural facilities and services which facilitate consultancy and related activities. The effective costs of such facilities and services, reckoned in terms of major initial investments, periodic up gradation etc. cannot be underestimated.
 - ✓ More importantly, the Institutional reputation for excellence, expertise and ethical practices plays a substantial role in attracting consultancy opportunities.
 - ✓ Although the roles of the individuals and the institution are closely intertwined, it needs to be emphasized that the Institution adds substantially to the stature of the individuals.
 - ✓ Finally, as all consultancy activity is to be channeled through the Institution and the Institution assumes some responsibility for completion of the assignments to the satisfaction of the clients. Consequently, the Institution has to necessarily look forward to a reasonable share of the revenues.

At Fr. CRCE we envisage following categories of consultancy projects:

1. Category I:

- A consultancy is requested by an agency (client) from a Faculty/Staff.
- The assignment to be carried out at client site
- No infrastructural requirement from institute for the assignment
- **Consultant staff will be allowed to visit client site for completion of assignment for 52 days in a year not more than one day per week during running semester.**
- **Sharing of funds received may be as follows:**

After necessary deductions like taxes etc. 70% should be distributed to staff/s involved in the work and 30% to the institute.

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2. Category II

- A consultancy is requested by an agency (client) from a faculty/Staff.
- The assignment to be carried out at Institute
- Institute infrastructural required for the assignment
- Sharing of funds received may be as follows:
After necessary deductions like taxes etc. 60% should be distributed to staff/s involved in the work and 40% to the institute

3. Category III

- Consultancy is requested by an agency (client) from Institute
- Institute assigns a consultant to complete the assignment
- Institute infrastructural required for the assignment
- Consultant team will be allowed to visit client site for completion of assignment for 52 days in a year not more than one day per week during running semester.
- Sharing of funds received may be as follows:
After necessary deductions like taxes etc. 50% should be distributed to staff/s involved in the work and 50% to the institute

Policy for Training Program/Seminar/Workshops/FDP:

Proposed Scheme for disbursement of revenue generated by training Programme/ short term courses.

Training Programs:

1. Faculty/Staff members can conduct value added training program within the institute or at client site
2. Trainer team will be allowed to visit client site for completion of training. Even though training programs are recommended to be conducted before / after the regular working hours, with justification & prior permission from head of institute faculty can conduct it during official timings. This may vary for different training programs and solely depends on the module requirements and is subjected to discretion of the management.

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The proposed sharing formula is as follows:

A. During working hours: Trainer's Team share= 50% of funds available after necessary tax deductions.

B. After working hours or holidays: Trainer's Team share= 70% of funds available after necessary tax deductions. For this work no Over-Time (OT) will be given.

Training Team Share:

Sr. No.	Team Member Title	% Share
1	Coordinator	20% of funds received by staff/s
2	Trainer	70 % of funds received by staff/s
3	Lab Assistant	7 % of funds received by staff/s
4	Class IV	3 % of funds received by staff/s

Note: This distribution corresponds to the disbursal from share received towards staff from institute.

Other IRG Model:

- Undertaking Repairing and/or Maintenance of Equipment/Systems/Devices of other Units of Fr. Agnel than CRCE

Non-teaching staff is one of the important resource who repair and maintains tools and equipment's required for the smooth functioning of the various units of the organization. Non-teaching staff has regular workload of CRCE; apart from that there are frequent demands especially computer repair & maintenance related activities from other units of the complex. Some monetary benefits to the people involved in doing this work at other units will motivate them to complete the work professionally on time in an efficient manner.

It is proposed to raise in-voice to other units of complex for whom the work is being carried out by CRCE staff. The 20% of amount received after deduction of expenses & taxes shall be distributed to the team or person involved in completing the work.

- Undertaking Additional work of CRCE by CRCE Employee

Sometime college need additional services/work/development to be carried out at institutional level which need additional manpower or it is given to outside party.

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1. If CRCE employee is competent to carry out additional work without affecting regular duties then it should be given to him/her with **mutually agreed terms and conditions between employee and management.**

2. CRCE employee to be given **fixed monthly emoluments** to do this additional work

3. Whether to give such work to an employee or not will be at the discretion of management and if work is found to be not satisfactory then management deserves right to withdraw it.

4. For example, work related to college website design, implementation and frequent update can be taken-up by the CRCE employee at a fixed monthly rate decided by the management.

5. This provision will help the management in saving the cost and also maintaining at the professional level with dedicated responsibility.

6. It is expected that employee will do the work in a professional & responsible manner and hence this proposal is backed by the fixed monetary benefit to the employee.

7. This clause in the policy is NOT applicable to the employees who are hired for doing the same/similar work/domain. It is applicable only to those who wish to do the additional work other than their regular work for which they are being hired by the management.

- **Undertaking theory/practical's of units other than CRCE**

There are frequent demands for taking lectures/practical's especially from ATC for courses like Engineering Sciences. Some monetary benefits to the people involved in doing this work at other units will motivate them to complete the work professionally on time in an efficient manner.

It is proposed to raise invoice to other units of complex for whom the work is being carried out by CRCE. The **80% of total amount received by CRCE will be given to the trainer.** CRCE will raise invoice to other units as per **mutually agreed terms and conditions between units in consultation with management.**

As a special case, for academic year 2022-23, ATC will pay Rs. 500/-- per hr for theory classes and Rs. 250/-- per hr for practical classes.

Policy for Trade Test Department:

It is proposed to pay Rs 30 per test as motivational amount to the staff of CRCE or ATC Unit by Trade Test Department to conduct trade test activities.

