Module : Consultancy and Short Courses

USER MANUAL FOR CONSULTANCY IN CHARGE

PRIMARY DETAIL

1. Title : It will contain the title name of consultancy
e.g FOUR WEEK ADVANCE COURSE ON MINING OPERATION

2. Scope of Work: it will have pdf which will contains what type of work this consultancy is doing

3. Letter of request from client/ approval letter from Director :
if this estimate form is for consultancy
then you should upload the letter of request from client
else if this is short courses
then you should upload the approval letter from Director

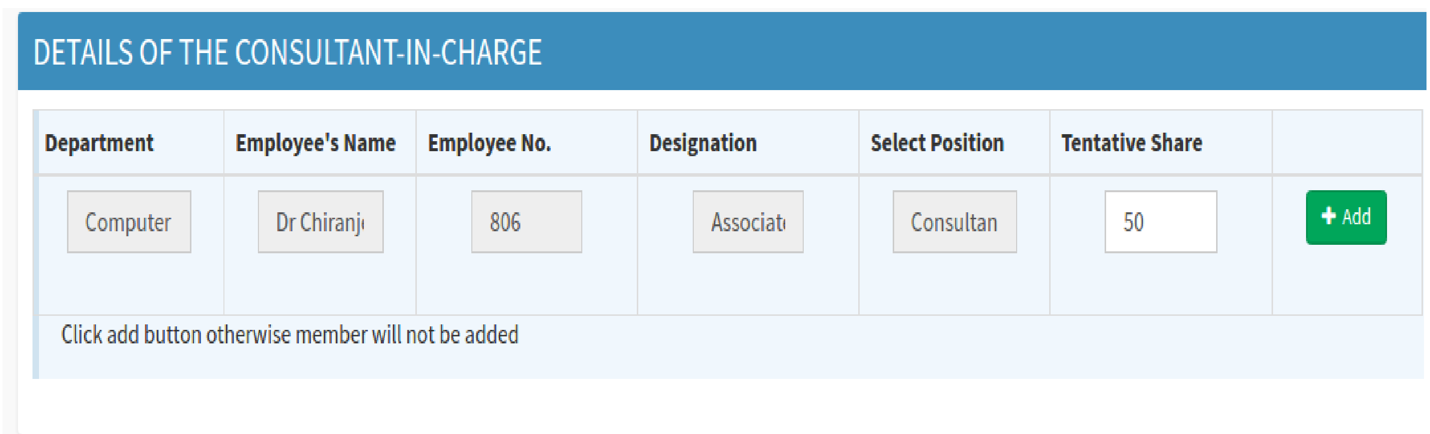
DETAILS OF CONSULTANCY INCHARGE

4. filling of member of this Consultancy and their share

1) first row's details will of consultancy in-charge we are by default added the first row and fixed that who so ever is applying the consultancy must be consultancy in-charge. Details are added from login details

2) we have to fill the share and click add button unless the data will not shaved in the table

screen shot – 02



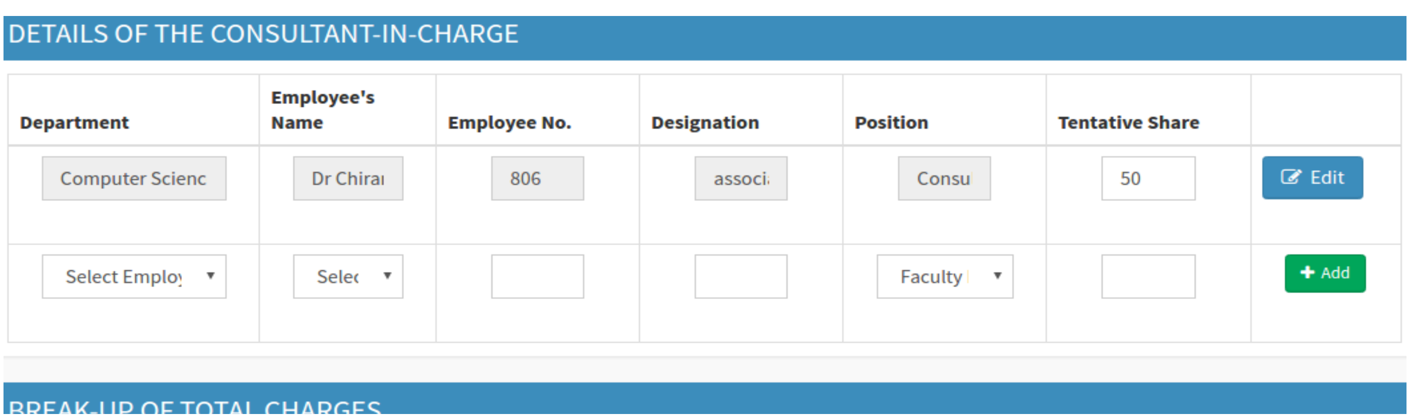
DETAILS OF THE CONSULTANT-IN-CHARGE

Department	Employee's Name	Employee No.	Designation	Select Position	Tentative Share	
Computer	Dr Chiranji	806	Associat	Consultan	50	+ Add

Click add button otherwise member will not be added

3) after click , new row will added like this under the previous member

screen shot – 03



DETAILS OF THE CONSULTANT-IN-CHARGE

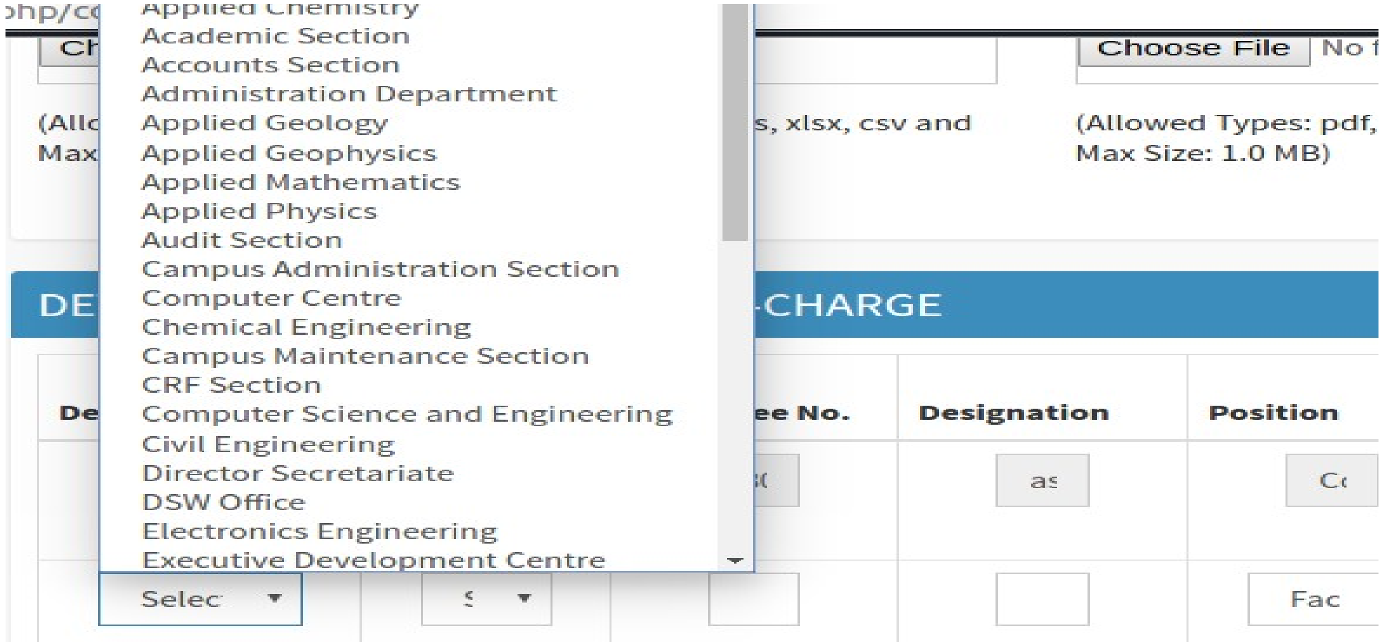
Department	Employee's Name	Employee No.	Designation	Position	Tentative Share	
Computer Scienc	Dr Chirai	806	associ	Consu	50	Edit
Select Emplo	Selec			Faculty		+ Add

BREAK-UP OF TOTAL CHARGES

4) fill the member' details as follows

i)select employee's department in first column through drop down.

screen shot – 04



ii) select employee' s name in second column though drop down.

screen shot – 05

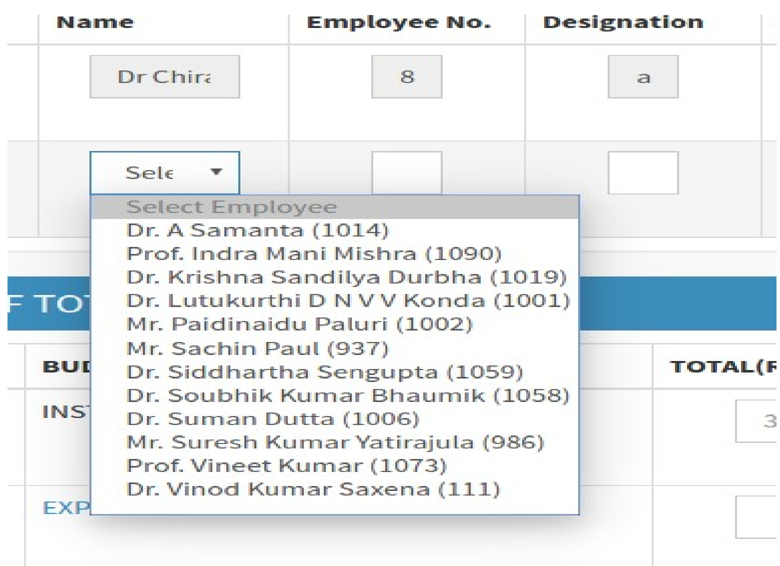
iii)designation and position will be auto filled.

iv)select position of employee in this consultancy .

There are two options

a) Co consultancy in-charge

b) faculty member

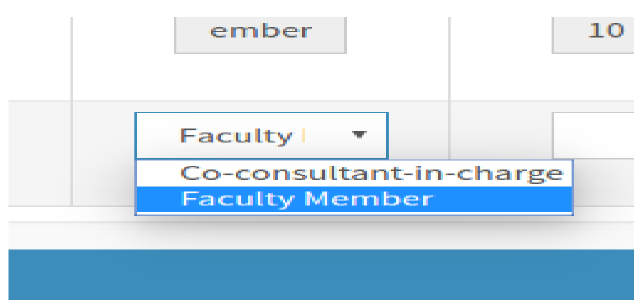


v) fill the tentative share (sum of share of all the member should be 100)

vi)click add button to add this member which we have filled

(note : without clicking add the member will not be added)

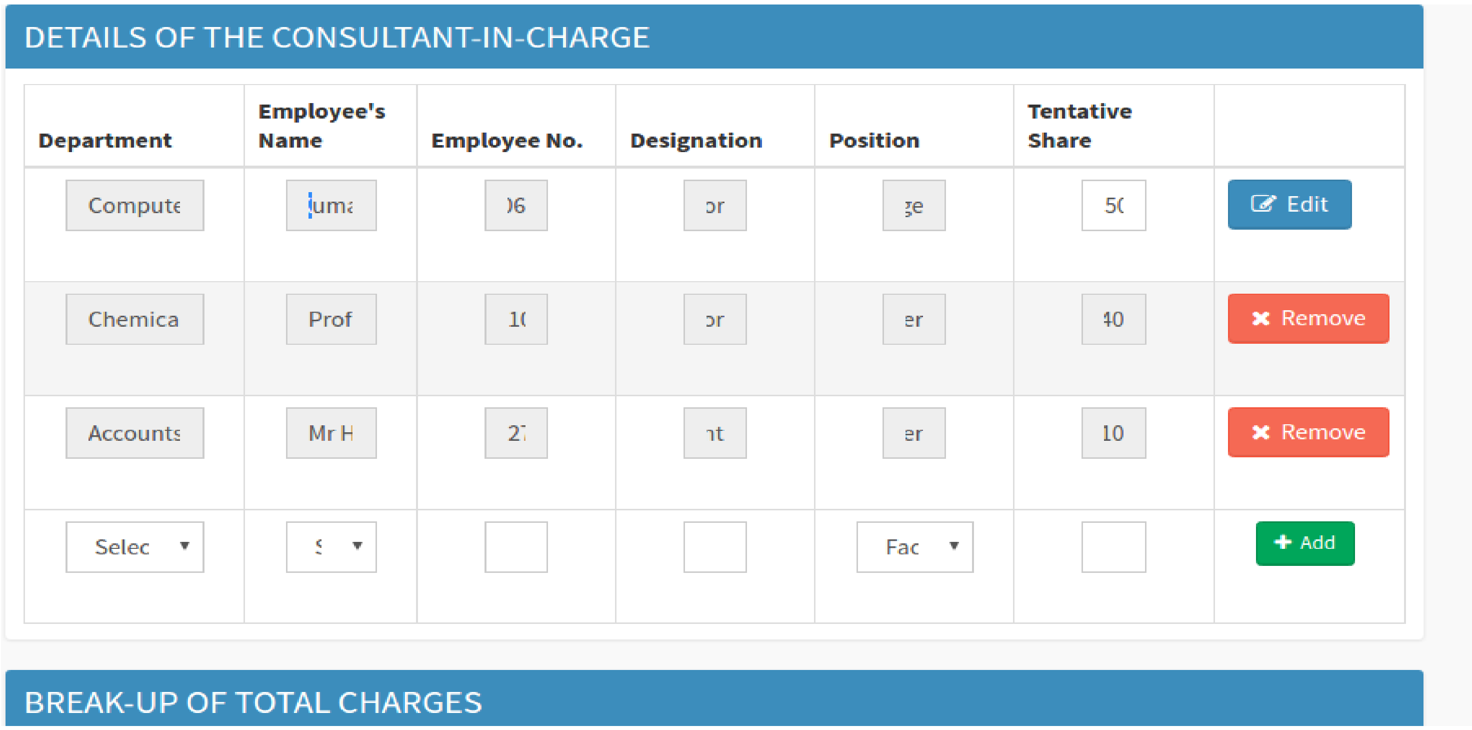
screen shot – 06



5. a)you can remove any member but CI by clicking remove except CI

b) you can only change the share of CI by first changing the share and clicking edit.

<u>*screen shot – 07*</u>

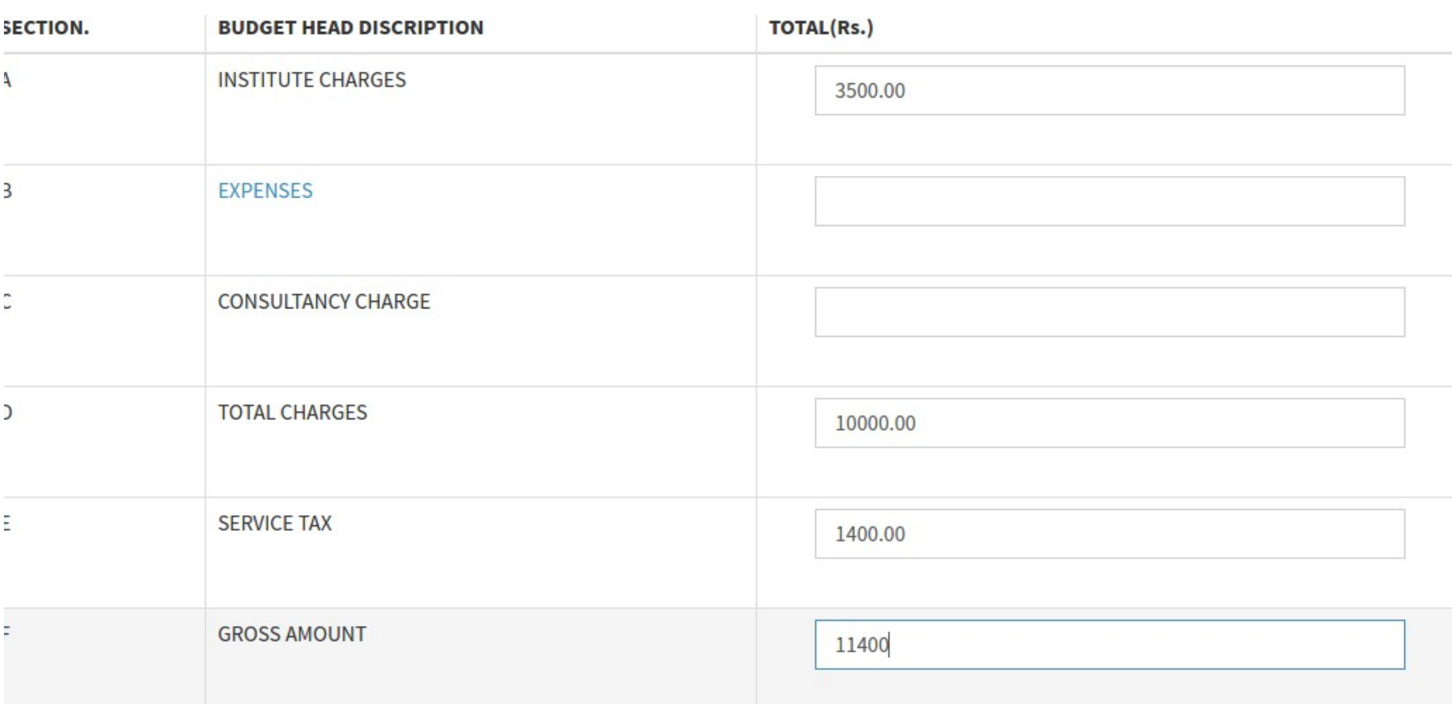


<u>*BREAK-UP OF TOTAL CHARGES*</u>

6. here CI has to enter all the charges for consultancy here is a script which auto fill the some column which is dependentso here is the order

I) fill the gross amount, service tax, total charges and institute charges will be auto fill.

<u>*screen shot – 08*</u>



II) fill either consultancy charges or expense other will be auto fill

screen shot – 09

SECTION.	BUDGET HEAD DISCRIPTION	TOTAL(Rs.)
A	INSTITUTE CHARGES	3500.00
B	EXPENSES	4000.00
C	CONSULTANCY CHARGE	2500
D	TOTAL CHARGES	10000.00

III) click EXPENSES a form for all expenses will open , fill it
sum of all expenses should be equal to the sum filled in EXPENSES input.

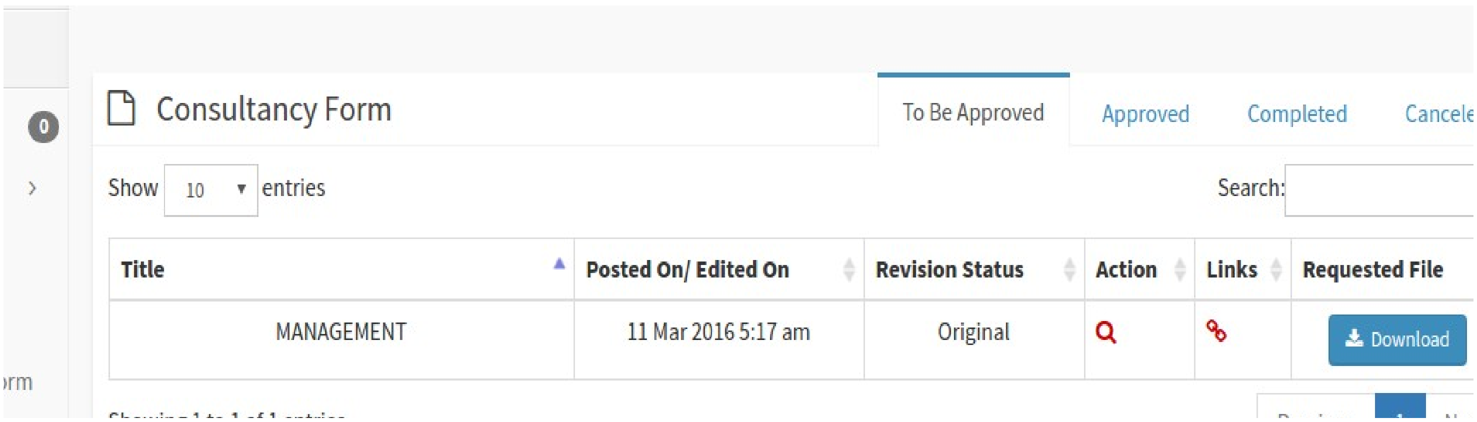
screen shot – 10

B	EXPENSES	4000.00
	Expenditure for academic activity like condition of tutorial,practical,field visit e.t.c	
	Salary/Cost of Labour Hanorarium of staf/Outside consultants,Travel,Alumni fund etc	
	Lodging and Boarding charges for residential course(Twin Sharing /Single sharing)	
	Contigency/Consumables etc	not exceeding 20% of (D)
	In-house Executive Development	350.00

click submit , this form will be send to HOD for approval .
→ You will get notification after every event

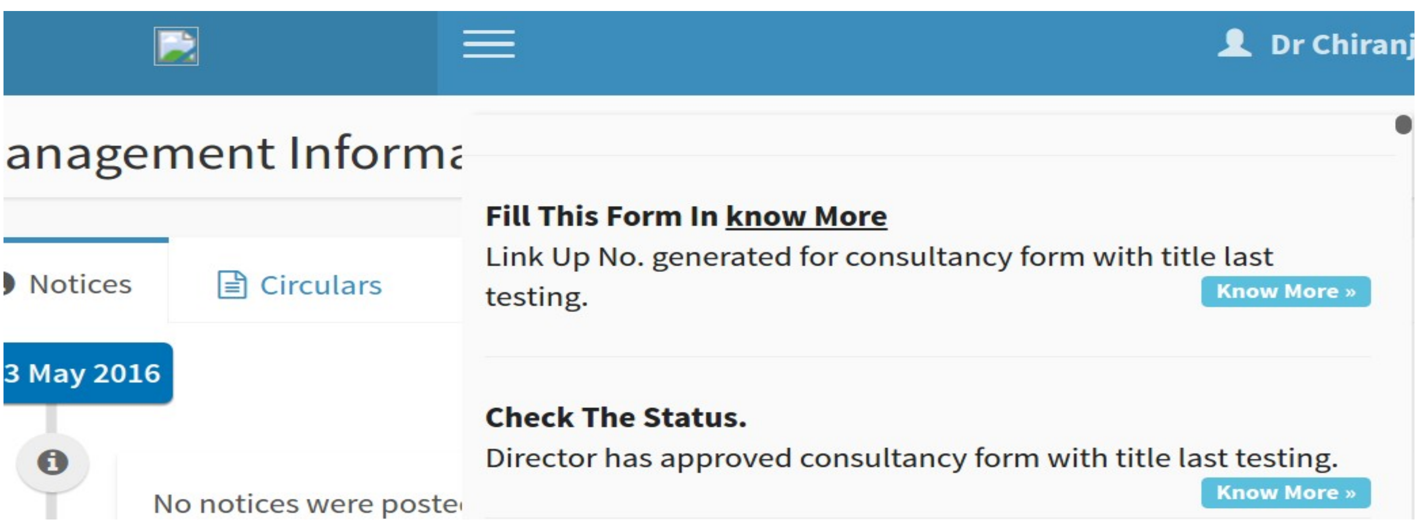
→ You can track you file through following
1) click view consultancy form in header
2) click link in action column
3) A pop up window will open which will show the status of your file andall process it gone through.

screen shot – 11



After this estimate form approved by Director pce will generate assingn
link up no and page no.
after that you will notify that you can now proposal form

screen shot – 12



FILLING OF PROPOSAL FORM

Step 1:

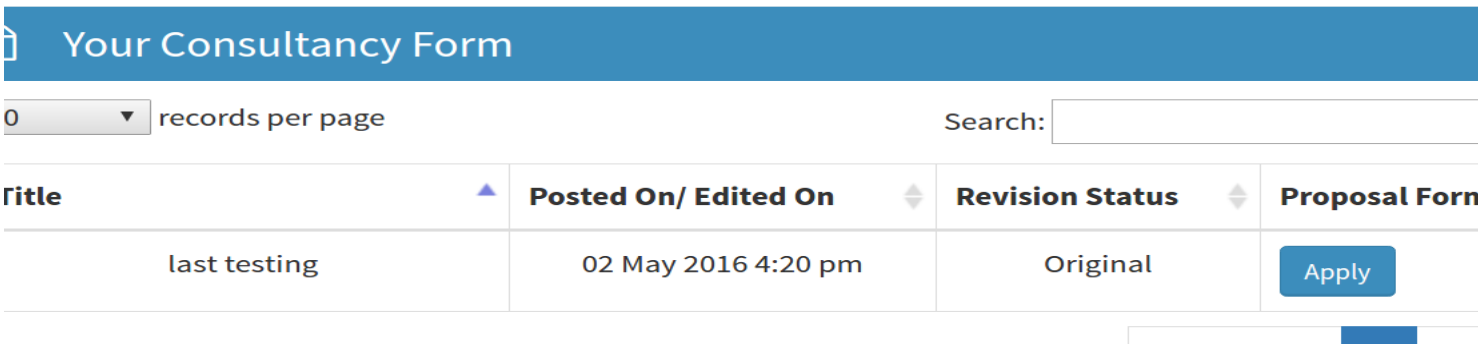
Click the submit proposal form in header.

Step 2:

it will redirect to a table which contains all the consultancy where proposal can be applied.

screen shot – 13

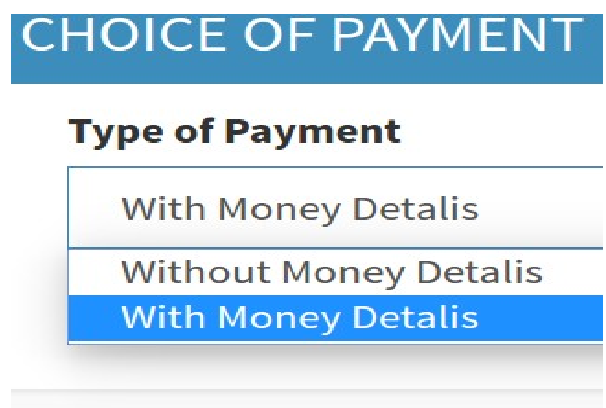
screen shot – 14



Steps 3:

Click apply on corresponding consultancy.
You will fill next payment for that consultancy.

screen shot – 15



Step 4:

You will redirected to choice of payment that is you have detail of payment or it is with project account (case of on line transaction)

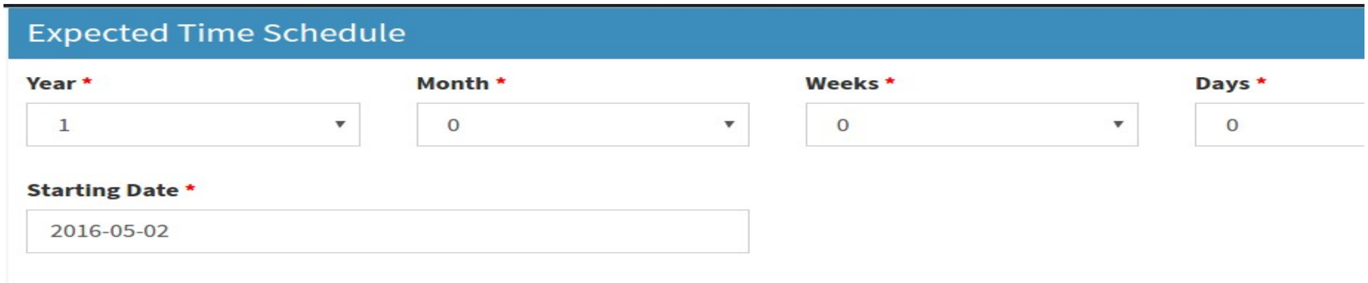
Step 5:

Select type of payment and click submit you will redirected to proposal form

Step 6:

1.Fill the detail of expected time schedule.
2. time period of project in form of __year__month__week__days
3. fill the starting date of project.

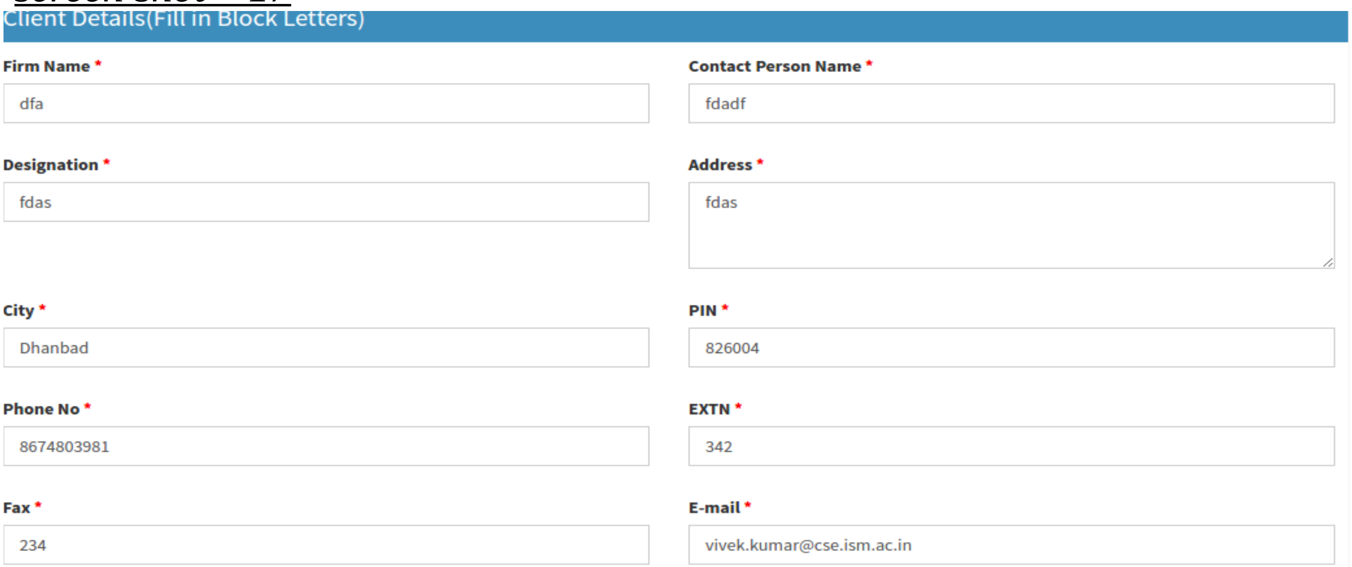
<u>*screen shot – 16*</u>



Step 7:

1. *fill all the details of client*
2. *all details are general*

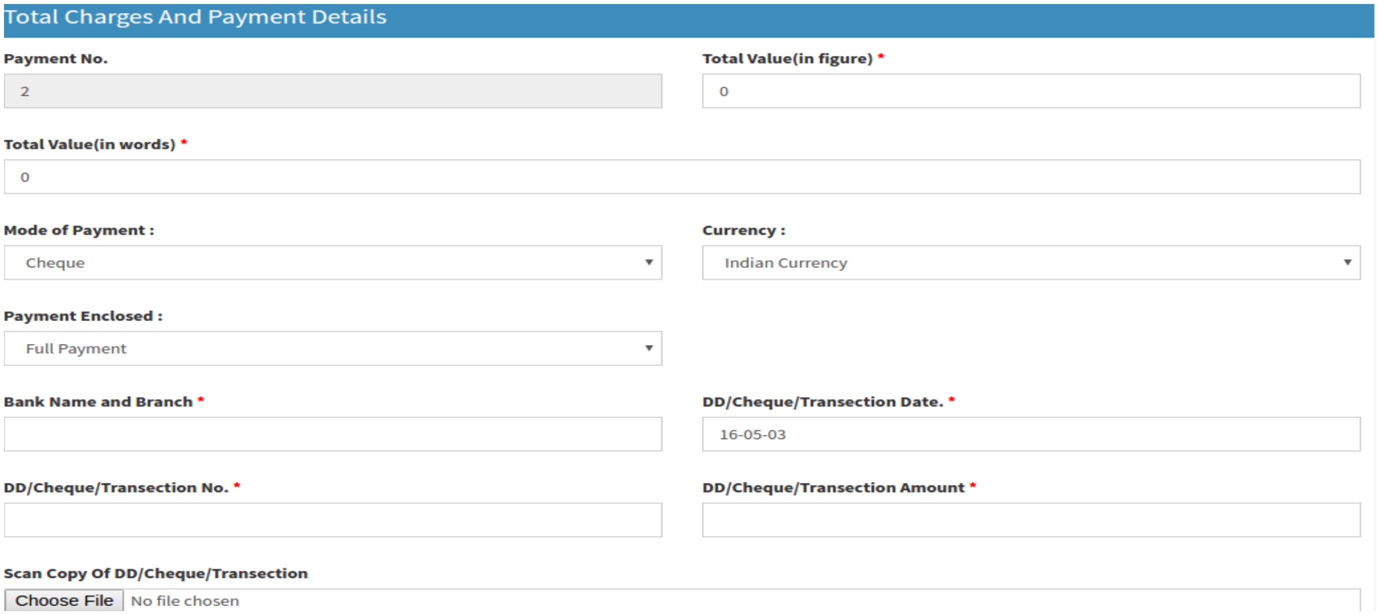
<u>*screen shot – 17*</u>



Step 8:

1.Fill total charge and break up
2.Not required if choice chosen at first is without.

screen shot – 18



Total Charges And Payment Details

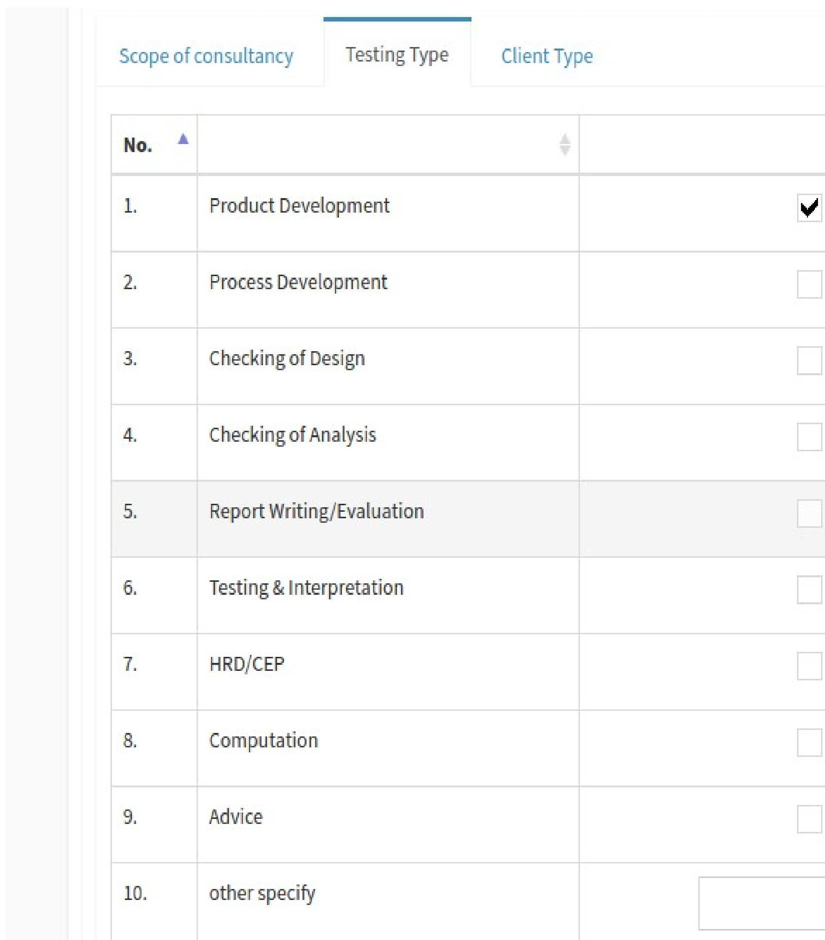
Payment No. 2	**Total Value(in figure) *** 0
Total Value(in words) * 0	
Mode of Payment : Cheque	**Currency :** Indian Currency
Payment Enclosed : Full Payment	
Bank Name and Branch *	**DD/Cheque/Transection Date. *** 16-05-03
DD/Cheque/Transection No. *	**DD/Cheque/Transection Amount ***
Scan Copy Of DD/Cheque/Transection Choose File No file chosen	

3.Total value(in fig) is total amount that client has to pay. He can pay partwise. But here he have to mentioned to about complete amount .
4.currency is indian or foreign
5. if foreign you have to mention name of currency in box appear below.
6. all other input are detail of payment and mode.
7. also insert the scan copy.

Step 8: upload the scope of consultancy (I.e area of consultancy)

Step 9:
1. tick the testing type (which type of testing)
2. you can tick multiple checkbox

screen shot – 19



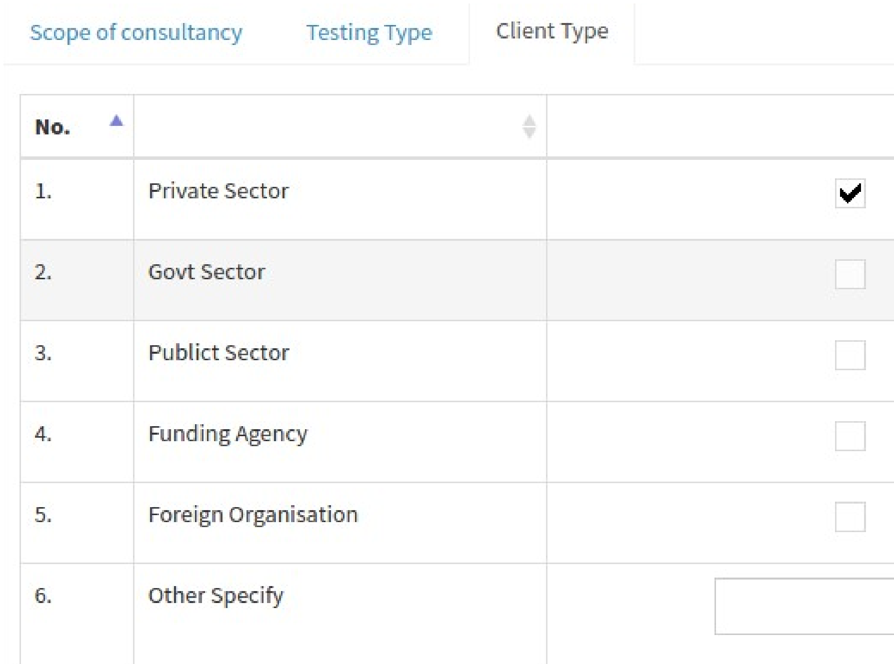
Scope of consultancy | Testing Type | Client Type

No.		
1.	Product Development	✔
2.	Process Development	
3.	Checking of Design	
4.	Checking of Analysis	
5.	Report Writing/Evaluation	
6.	Testing & Interpretation	
7.	HRD/CEP	
8.	Computation	
9.	Advice	
10.	other specify	

<u>screen shot – 20</u>

Step 10:

1. *tick the client type*
   (which type of client)
2. *you can tick multiple checkbox*

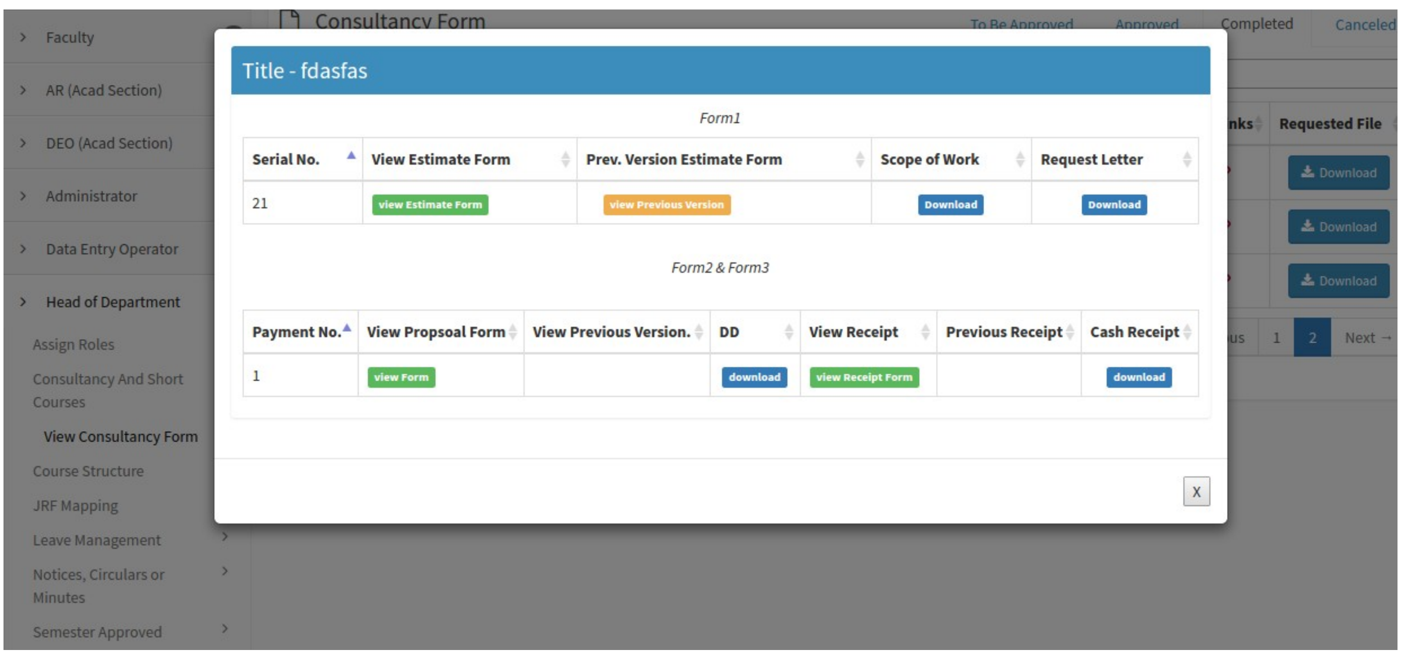


Step 10:

correspondence with client
if yes
click yes
else
click no.

You can view all the file for a consultancy by clicking links symbol in view consultancy for that consultancy. A pop up window will open as follow.

<u>screen shot – 21</u>



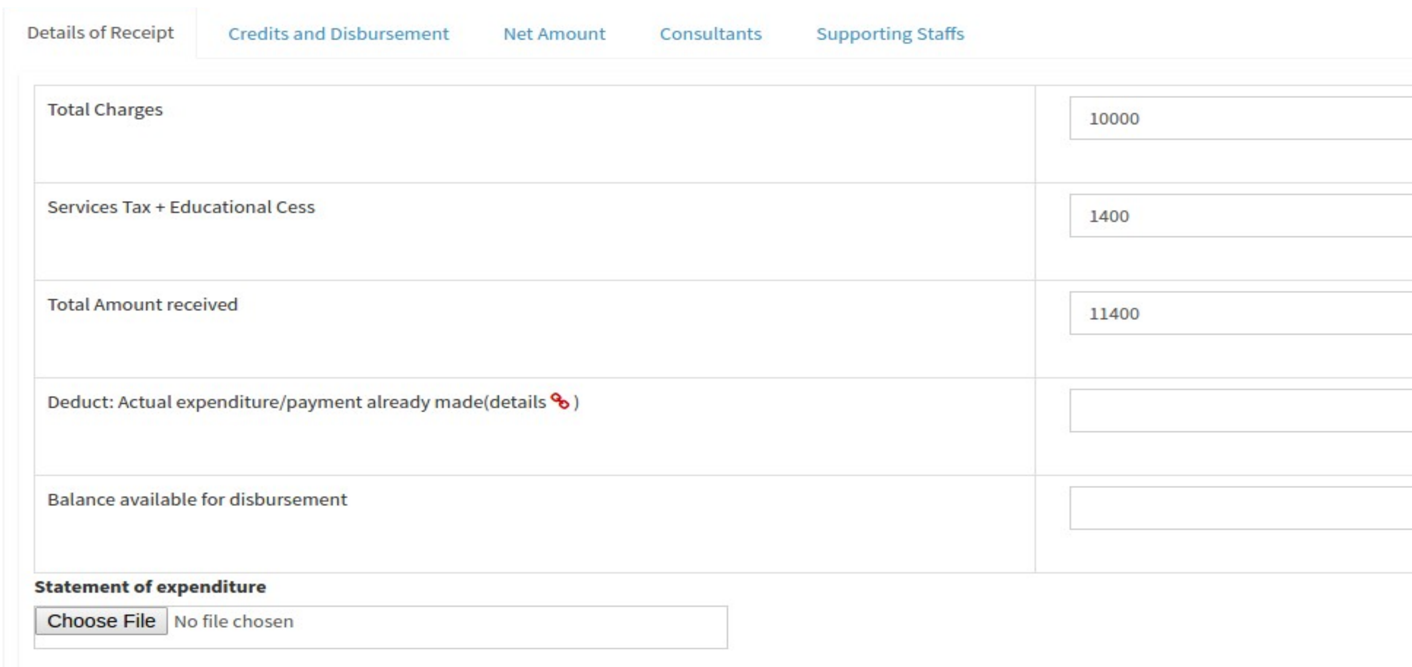
after PCE confirmed by clicking done, you are ready to fill the disbursement sheet.

FILLING OF DISBURSEMENT SHEET.

Step 1: Detail of receipt.

1. *all the details are auto filled form consultant estmate form*
2. *for the detail click line in red*
3. *Its mandatory for you to upload the statement of expenditure.*

<u>*screen shot – 22*</u>



Step 2: Credit and disbursement

1. *how are distributing the money .*
2. *most of data are auto filled from previous form.*
3. *total credit should be sum of all the data.*

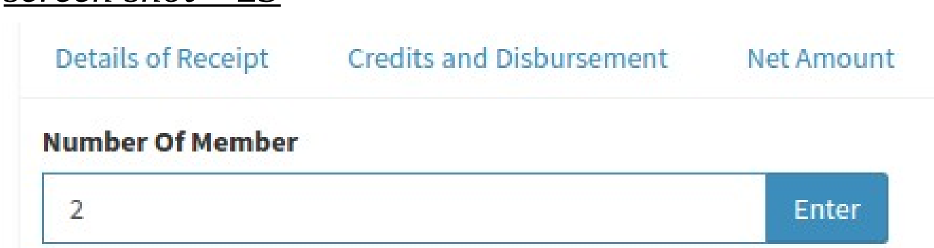
Step 3: Net amount

1. *if you have filled all the data in previous step first three row will automatically filled*
2. *once you filled fifth , other three will als filled.*

Step 4: Consultant

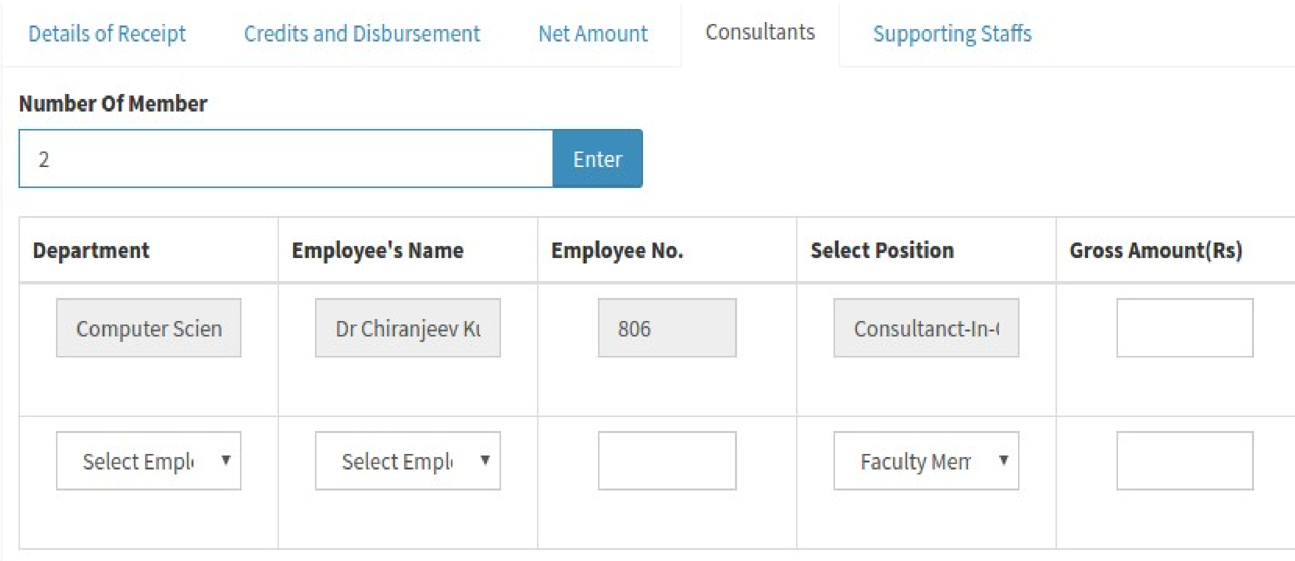
1. *it will contain details of consultant and facutly member and amount received by them*
2. *first a input will appear and asking no of person.*
3. *fill the number of person including consultancy incharge.*
4. *click enter next to input.*

<u>*screen shot – 23*</u>



4. click enter next to input.
5. number of row will inserted which will be equal to number of member you have entered.
6. first row will of consultancy in charge so it will be already filled you only had to enter gross amount.
7.other row you have to select each employee as I have guided in estimate form .

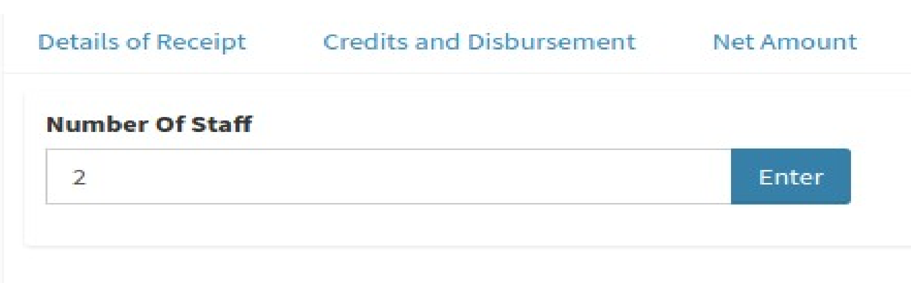
screen shot – 24



Step 5: Supporting staffs

1. it will contain details of staff and amount received by them
2. first a input will appear and asking no of staff. (sane as step 4)
3. fill the number of staff
4. click enter next to input.

screen shot – 25



5. other will be same as step 4