

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 Chiranj	806	Associat	Consulan	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	Select			Faculty		+ Add

BREAK-UP OF TOTAL CHARGES	
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4) fill the member' details as follows

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

screen shot – 04

Applied Chemistry
Academic Section
Accounts Section
Administration Department
Applied Geology
Applied Geophysics
Applied Mathematics
Applied Physics
Audit Section
Campus Administration Section
Computer Centre
Chemical Engineering
Campus Maintenance Section
CRF Section
Computer Science and Engineering
Civil Engineering
Director Secretariate
DSW Office
Electronics Engineering
Executive Development Centre

Choose File No f

s, xlsx, csv and (Allowed Types: pdf, Max Size: 1.0 MB)

CHARGE

Employee No.	Designation	Position
	as	Co
		Fac

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

Select Employee

Dr. A Samanta (1014)
Prof. Indra Mani Mishra (1090)
Dr. Krishna Sandilya Durbha (1019)
Dr. Lutukurthi D N V V Konda (1001)
Mr. Paidinaidu Paluri (1002)
Mr. Sachin Paul (937)
Dr. Siddhartha Sengupta (1059)
Dr. Soubhik Kumar Bhaumik (1058)
Dr. Suman Dutta (1006)
Mr. Suresh Kumar Yatirajula (986)
Prof. Vineet Kumar (1073)
Dr. Vinod Kumar Saxena (111)

Name	Employee No.	Designation
Dr Chirz	8	a

TOTAL(F

3

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

ember 10





Faculty

Co-consultant-in-charge

Faculty Member

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.

screen shot – 07

DETAILS OF THE CONSULTANT-IN-CHARGE						
Department	Employee's Name	Employee No.	Designation	Position	Tentative Share	
Computer	Sumit	16	Dr	ze	50	 Edit
Chemical	Prof	10	Dr	er	40	 Remove
Accounts	Mr H	20	nt	er	10	 Remove
Select ▼	§ ▼			Fac ▼		 Add

BREAK-UP OF TOTAL CHARGES

BREAK-UP OF TOTAL CHARGES

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

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

screen shot – 08

SECTION.	BUDGET HEAD DESCRIPTION	TOTAL(Rs.)
A	INSTITUTE CHARGES	3500.00
B	EXPENSES	
C	CONSULTANCY CHARGE	
D	TOTAL CHARGES	10000.00
E	SERVICE TAX	1400.00
F	GROSS AMOUNT	11400

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
E	CONTRIBUTION	

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)	
	Contingency/Consumables etc	not exceeding 20% of (D)
	In-house Executive Development	350.00
	Non-Recurring : Equipment Material etc	

click submit , this form will be send to HOD for approval .

→ You will get notification after every event

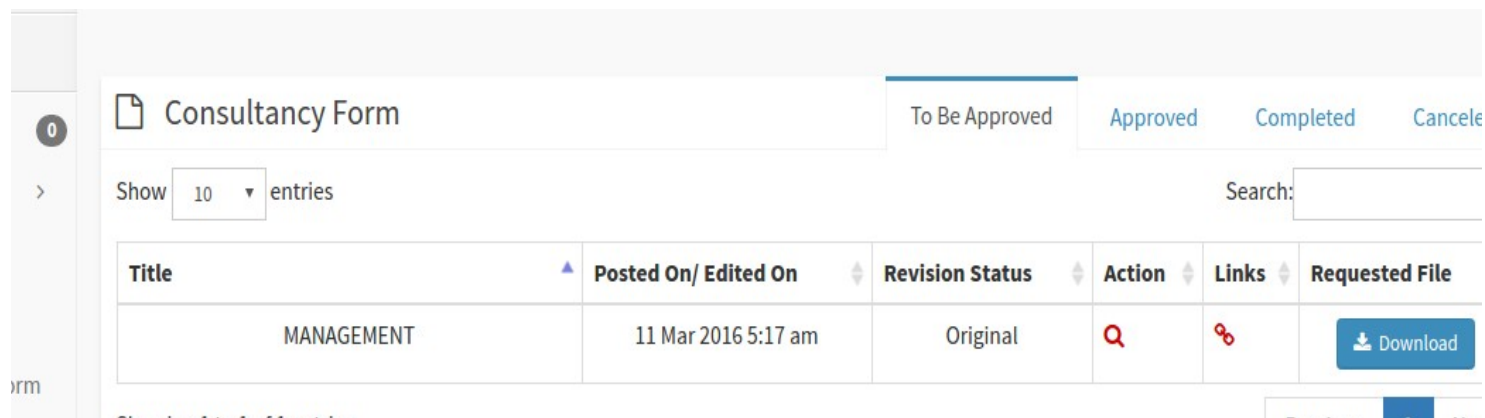
→ You can track you file through following

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 and all process it gone through.

screen shot – 11

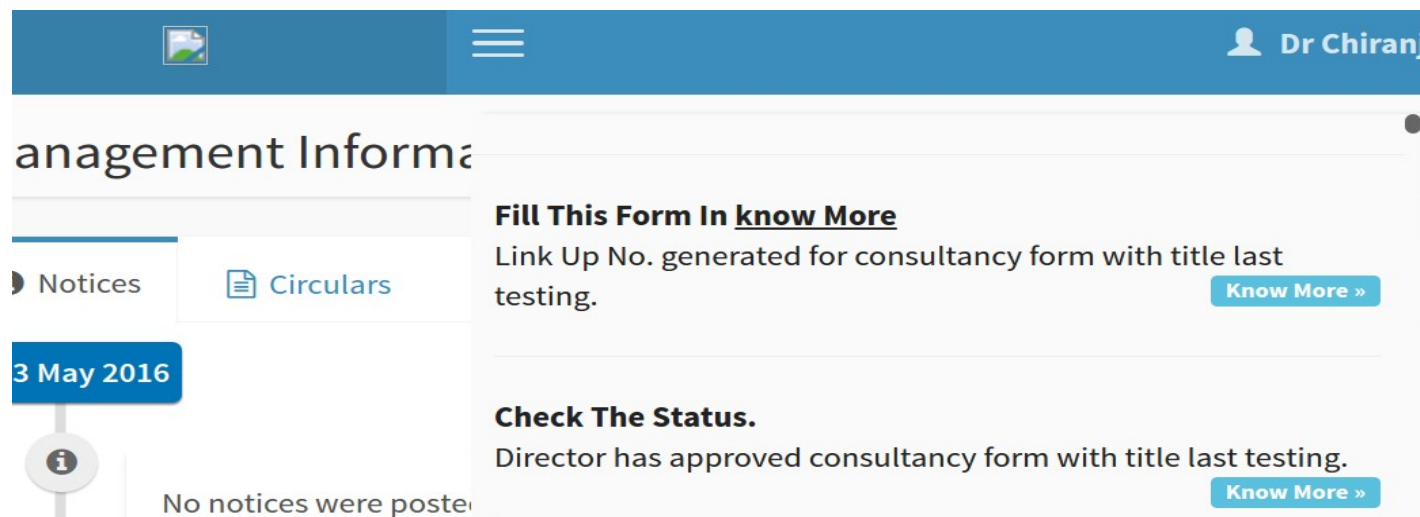


Consultancy Form					
To Be Approved					
Approved					
Completed					
Canceled					
Show 10 entries					
Search:					
Title	Posted On/ Edited On	Revision Status	Action	Links	Requested File
MANAGEMENT	11 Mar 2016 5:17 am	Original	Q	8	Download

After this estimate form approved by Director pce will generate assign link up no and page no.

after that you will notify that you can now proposal form

screen shot – 12



Management Information System

Dr Chiranj

Notices

Circulars

3 May 2016

No notices were posted

Fill This Form In know More
Link Up No. generated for consultancy form with title last testing.
[Know More »](#)

Check The Status.
Director has approved consultancy form with title last testing.
[Know More »](#)

screen shot – 13

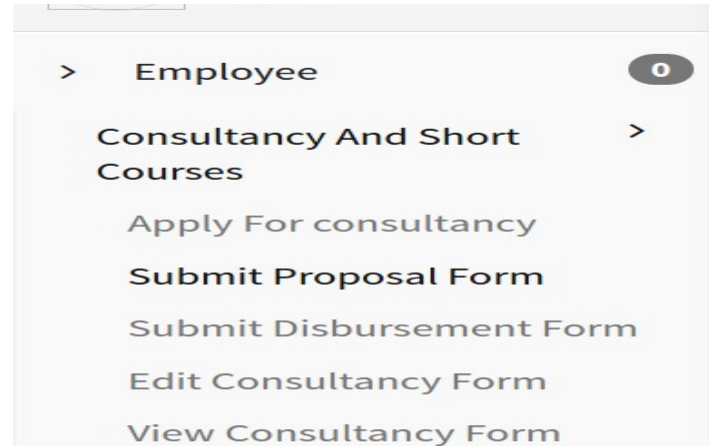
FILLING OF PROPOSAL FORM

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 – 14

Your Consultancy Form			
0 ▾	records per page	Search: <input type="text"/>	
Title	Posted On/ Edited On	Revision Status	Proposal Form
last testing	02 May 2016 4:20 pm	Original	Apply

Steps 3:

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

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.*

screen shot – 15

CHOICE OF PAYMENT

Type of Payment

With Money Detalis

Without Money Detalis

With Money Detalis

screen shot – 16

Expected Time Schedule			
Year *	Month *	Weeks *	Days *
<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Starting Date *			
<input type="text" value="2016-05-02"/>			

Step 7:

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

screen shot – 17

Client Details(Fill in Block Letters)	
Firm Name *	Contact Person Name *
<input type="text" value="dfa"/>	<input type="text" value="fdadf"/>
Designation *	Address *
<input type="text" value="fdas"/>	<input type="text" value="fdas"/>
City *	PIN *
<input type="text" value="Dhanbad"/>	<input type="text" value="826004"/>
Phone No *	EXTN *
<input type="text" value="8674803981"/>	<input type="text" value="342"/>
Fax *	E-mail *
<input type="text" value="234"/>	<input type="text" value="vivek.kumar@cse.ism.ac.in"/>

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.	Total Value(in figure) *
2	0
Total Value(in words) *	
0	
Mode of Payment :	Currency :
Cheque	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	<input checked="" type="checkbox"/>	
2.	Process Development	<input type="checkbox"/>	
3.	Checking of Design	<input type="checkbox"/>	
4.	Checking of Analysis	<input type="checkbox"/>	
5.	Report Writing/Evaluation	<input type="checkbox"/>	
6.	Testing & Interpretation	<input type="checkbox"/>	
7.	HRD/CEP	<input type="checkbox"/>	
8.	Computation	<input type="checkbox"/>	
9.	Advice	<input type="checkbox"/>	
10.	other specify		

screen shot – 20

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.

Scope of consultancy	Testing Type	Client Type
No. ▲		
1.	Private Sector	<input checked="" type="checkbox"/>
2.	Govt Sector	<input type="checkbox"/>
3.	Public Sector	<input type="checkbox"/>
4.	Funding Agency	<input type="checkbox"/>
5.	Foreign Organisation	<input type="checkbox"/>
6.	Other Specify	<input type="text"/>

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.

screen shot – 21

Form1				
Serial No. ▲	View Estimate Form	Prev. Version Estimate Form	Scope of Work	Request Letter
21	view Estimate Form	view Previous Version	Download	Download

Form2 & Form3						
Payment No. ▲	View Proposal Form	View Previous Version	DD	View Receipt	Previous Receipt	Cash Receipt
1	view Form		download	view Receipt Form		download


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 estimate form
2. for the detail click line in red
3. Its mandatory for you to upload the statement of expenditure.

screen shot – 22

Details of Receipt	Credits and Disbursement	Net Amount	Consultants	Supporting Staffs
Total Charges		10000		
Services Tax + Educational Cess		1400		
Total Amount received		11400		
Deduct: Actual expenditure/payment already made(details )				
Balance available for disbursement				
Statement of expenditure				
<input type="button" value="Choose File"/> No file chosen				

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 faculty 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.

screen shot – 23

Details of Receipt	Credits and Disbursement	Net Amount
Number Of Member		
<input type="text" value="2"/>		<input type="button" value="Enter"/>

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

Details of Receipt
Credits and Disbursement
Net Amount
Consultants
Supporting Staffs

Number Of Member

Department	Employee's Name	Employee No.	Select Position	Gross Amount(Rs)
Computer Scien	Dr Chiranjeev Ki	806	Consultantct-In-1	<input type="text"/>
Select Empl ▾	Select Empl ▾	<input type="text"/>	Faculty Mem ▾	<input type="text"/>

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

Details of Receipt
Credits and Disbursement
Net Amount

Number Of Staff

5. other will be same as step 4