



Guidelines for Consultancy

A Consultancy Policy for colleges provides a formal framework for faculty, staff, and researchers to engage in consultancy activities with external organizations. This policy aims to support collaboration, encourage knowledge transfer, generate additional revenue, and enhance professional development, while ensuring that consultancy activities align with the institution's mission and values.

1. Objective of the Consultancy Policy

The objective of this policy is to:

Facilitate and regulate consultancy work that enhances the institution's academic and research capabilities.

Promote partnerships with industry, government, and other organizations.

Ensure consultancy activities align with the college's goals and do not interfere with academic responsibilities.

2. Scope and Applicability

This policy applies to all faculty, researchers, and staff members engaged in consultancy activities. It covers individual consultancy, institutional consultancy, and the use of college resources and intellectual property (IP) associated with consultancy work.

3. Definition of Consultancy

Consultancy work involves providing expert knowledge, analysis, and advice to external clients, often including government bodies, private companies, or nonprofit organizations.

This can take several forms, including:

Individual Consultancy: Where faculty or staff provide consultancy services in their personal capacity, with college approval.

Institutional Consultancy: Where consultancy services are rendered in the name of the college, often using college resources and infrastructure.

4. Approval Process

Proposal Submission:



Faculty or staff must submit a detailed consultancy proposal, including project scope, objectives, time commitment, financial details, and resource requirements, for approval.

Approval Authority:

The proposal will be reviewed by a designated committee, such as the Head of Department, Dean, and the finance office, to ensure alignment with institutional priorities.

Contractual Agreement:

An agreement between the consultant(s) and the client must be formalized, outlining the scope of work, deliverables, timelines, fee structures, confidentiality requirements, and IP rights.

5. Time Commitment and Prioritization

Time Allocation:

Consultancy should not detract from academic responsibilities. Typically, a limit of 20% of working hours (e.g., one day per week) may be allocated for consultancy, ensuring it does not interfere with teaching, research, or administrative duties.

Scheduling:

Consultancy activities should be scheduled outside teaching hours and major academic events to avoid disruption to student services and campus operations.

6. Revenue Sharing and Financial Arrangements

Revenue Distribution:

Consultancy fees are typically divided between the college and the consultant(s) based on a predetermined percentage. For example, a standard split might be 70% for the consultant(s) and 30% for the college, but this may vary depending on resource use and institutional involvement.

Fee Structure:

Consultancy fees should reflect the expertise and market rates. All financial transactions must be processed through the college's finance department to ensure compliance and transparency.

Expenses:

Any additional expenses, such as travel or materials, should be itemized in the consultancy agreement and approved by the college.



7. Use of College Resources

Resource Allocation:

College resources, including labs, equipment, and software, can be utilized for consultancy activities with prior approval, and appropriate usage fees may apply.

Administrative Support:

The college may provide administrative support for institutional consultancy projects, including invoicing, record-keeping, and project management, as outlined in the agreement.

Intellectual Property (IP):

Any IP developed during consultancy activities using college resources may be jointly owned by the college and the consultant(s) or as per contractual agreements with the client.

8. Conflict of Interest and Confidentiality

Avoiding Conflicts:

Consultants must avoid engagements that could lead to conflicts of interest with their academic duties or that compromise the college's integrity. They must not participate in projects that may negatively impact college interests or compete with its programs.

Confidentiality:

Consultants are required to sign confidentiality agreements, where applicable, to protect proprietary information belonging to the college and the client.

9. Ethical Standards and Professional Conduct

Consultants must adhere to the highest standards of professional conduct and ethics, ensuring that consultancy activities reflect positively on the college's reputation. Any association with entities involved in illegal, unethical, or controversial practices is strictly prohibited.

10. Reporting and Accountability

Project Reporting:

Consultants are required to submit periodic progress reports and a final project report to the college upon completion. These reports help the college evaluate consultancy impact and compliance.



Financial Accountability:

All financial records related to consultancy, including income, expenses, and resource usage, must be documented and submitted to the finance department for auditing and accountability.

11. Intellectual Property and Publication Rights

Ownership of IP:

The ownership of IP generated during consultancy work will be determined based on the nature of the project and the level of college involvement. Generally, IP developed using college resources will have shared ownership unless otherwise specified in the agreement.

Publication Rights:

Faculty or staff may be encouraged to publish findings from consultancy work, provided client confidentiality is maintained and permissions are obtained when necessary.

12. Policy Review and Amendments

This Consultancy Policy will be reviewed annually to ensure relevance with evolving college goals, industry practices, and regulatory requirements. Any amendments will be communicated to faculty, staff, and stakeholders promptly.

13. Dispute Resolution

Any disputes related to consultancy activities will be addressed through the college's grievance resolution mechanisms or, if necessary, through mediation in accordance with contractual terms.

Consultancy Services covers the provision of professional services such as knowledge, skills, expertise, experience or advice, provided by a member(s) / staff of college to a client or an external party, for a fee. When the expertise of the members of faculties of the college is utilized by external agencies to help them facilitate in their sphere of work, this knowledge based assistance which is duly remunerated for the very fact that concerned faculty/ies belong to St Mary's would be deemed as a consulting assignment by the management of the St Mary's.



1. The college will examine each request made by the teachers of the college for accepting a consultative or similar assignment keeping in mind that the proposed assignment would be in the interest of the college in the long run and will not adversely affect the teachers work and should be done in concurrence with HoD.
2. The teacher concern should apply to the Principal in the prescribed format.
3. The fees received by the teachers on account of above in a financial year, shall be routed through college account and shall be shared between the concerned teacher(s) responsible to bring in the assignment in the college and the institution in the following manner:

Money received up to 10% sharing of the Salary (basic+DA+CCA)	-	No
Money received beyond 10% and up to the salary	-	70:30 between the teacher and the college
Money received beyond the salary	-	60:40 between the Teacher(s) and the college

The following shall, however, not be construed as consultancy work for the purpose of regulating the fee received by an employee:

- (i) Fees received from recognized Universities and Research Institutions, statutory Bodies, Autonomous Bodies of Public Sector Undertakings wholly or substantially owned or controlled or funded/subsidized by Government for evaluation, selection, lectures and committee work;
- (ii) Amount received as awards/prizes in recognition of academic achievement;
- (iii) Income/honorarium/royalty from writing books, papers, articles and delivering occasional lectures on literary, cultural, artistic, technological and scientific subjects; and
- (iv) Income for occasional participation in theatre, dance and music performances as well as occasional participation/ curation of art exhibitions. (v) Income from



occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams

4. All proposals concerning Consultancy Assignments, Directing of projects, patents, R&D products and technology transfers, etc. need the approval of the college before they are submitted to the granting agencies.
5. These guidelines shall also be applicable to the non-teaching who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during office hours.




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