

CONSULTANCY POLICY

INTRODUCTION-

The institute is aware of the value of its staff-providing consultancy for external bodies. This work is an important for the expertise knowledge flows to external agencies and it contributes to the development of growing relationship with these bodies.

Consultancy activities in the college intend to serve community at affordable cost. It is a policy of the college to encourage staff to engage in consultancy. It should be in a manner that is consistent in their social responsibilities.

Institute has established this policy to support all staff in the delivery of approved consultancy.

DEFINITION-

Consultancy is a work of a professional nature, undertaken by staff in their field of expertise, for client outside the institution, for which some financial return is expected.

SCOPE OF THE POLICY-

The institute uses a broad definition of what constitute consultancy. Its essential features are:

- Unlike research, it does not have a prime purpose of the generation of new knowledge
- Consultancy will produce informational output, which may be partially, may be completely owned by the client.
- The college normally does not have freedom of publication over the result of consultancy.
- By this policy, the college confirms minimal use of college resources and involves extra work for existing staff rather than the employment of new staff.

The college staff is advised to ensure that they comply with institute policy when undertaking any consultancy work.

MECHANISM FOR IMPLEMENTATION-

Staff should seek advice from their Head of Departments if they are unclear about whether their proposed work constitute consultancy.

The IQAC provides advice where necessary to Head of Departments in reaching a decision about the classification of work, but the final decision should be made at the college level.

PERMITTED LEVEL OF CONSULTANCY-

Faculties are permitted to undertake up to 30 working days consultancy activity per academic year with the approval of their Head of Departments.

In some circumstances, the college may authorize staff to undertake further consultancy work out with this limit, but this should discussed and approved by the IQAC and the college leadership on a case-by-case basis.

APPROVAL OF CONSULTANCY ACTIVITY-

The decision process for whether an individual is permitted to undertake a consultancy at departmental level. All consultancy proposals should be passed over to IQAC and the Head of Institute in the first instance. The Head of Institute will take the decision to accept or decline the proposal.

The decision to accept a proposal to undertake consultancy activity taking into consideration community needs and income generated.

INCOME DISTRIBUTION-

For institutional cost expenditure, recovery on the particular consultancy the following income distribution model is applied.

The revenue generated through consultancy will be distributed as follows:

INCOME	EMPLOYEE	COLLEGE
Up to Rs. 1000	100%	0%
Over Rs. 1000	80%	20%

COSTING/PRICING OF CONSULTANCY-

Normally, daily rates for consultancy activity should be decided by the consultant by taking into consideration labour work and instrumentation required and only in exceptional circumstances (and with the approval of the Head of the college) should consultancy be undertaken at below this rate.

DISCIPLINARY REQUIREMENT-

If consultant is violating institutional policies, the institute is free to take action against him/her.

The institute, therefore, strictly prohibits staff from entering into work-related consultancy arrangement with outside agencies without approval from their Head of the Institute.

Staff involved in non-work related consultancy must not use the name of the institute to endorse this activity without prior written approval from the Head of the Institute.

RECORDING ACTIVITY-

All staff is required to record their consultancy activity with the IQAC.

Original copies of consultancy activities should be forwarded to the IQAC for the institutional records and for processing to the account section.