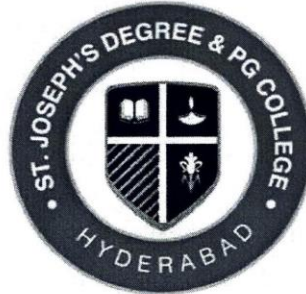


ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University
Re-accredited by NAAC (3rd Cycle) with B⁺⁺
King Koti Road, Hyderabad



CONSULTANCY POLICY

w.e.f: 28/9/2020




PRINCIPAL

Principal

ST. JOSEPH'S DEGREE & P.G. COLLEGE
King Koti Road, Hyderabad-500 029

CONSULTANCY POLICY

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1. Preamble

The consultancy policy is an integral part, apart from active research and teaching. The institution strives to promote and enhance the expertise and research inclination of the faculty members to create mutually beneficial opportunities for collaborative research and consultancy services. The consultancy projects and services enrich and broaden the professional experience and knowledge of the teaching faculty. Consultancy services in an academic environment function as a tool for contributing to the national economic growth.

2. Scope of Consultancy Services

Consultancy includes an assignment or job for providing expert advice, problem solving, targeted training, testing and lab based experimental work, market research and survey by minimum use of laboratory facilities for essential experimentation needed to meet the objectives of the consultancy assignment. The faculty member of the Institute or the department involved in consultancy are referred as consultants and the industry or private party or any other outside agency seeking consultancy is referred as the beneficiary.

3. General Principles of Consultancy

1. The Consultancy services can be undertaken by the faculty according to the area of their expertise.

2. The Faculty members must procure prior permission from the management before undertaking the consultancy services.
3. The consultancy services undertaken by the faculty must not impede the faculty from discharging their prime obligations in the college.
4. Consultancy services undertaken should not be in conflict with the interests of the management.
5. In the context of consultancy services, the consultant i.e the faculty member should not directly or indirectly involve in any activity that is unfair or unethical.
6. In case of foreign consultancies, the college will permit to take up the consultancy based on the nature of the consultancy work.

4. Consultancy Policy Implementation Mechanism

- The organization requiring consultancy services from faculty or the department shall write to the principal indicating the expertise required.
- The principal on receiving the request from the organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and seeks permission from the principal.
- In considering whether or not the permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- MoU may be signed between the organization and the department towards the nature of consultancy work in the presence of the principal.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department.

5. Consultancy Committee

The consultancy Committee is headed by the Principal and the concerned Head of the Department. The consultancy proposals are examined, framed as per guidelines of the consultancy committee and placed for Principal's approval.

Recommendation of the Head of the Department

The Head of the Department/ Centre will give the recommendation on the proposal based on the merits of the proposal, competency of the concerned academic staff and his/her total time involvement in consultancy jobs in hand, which should not exceed one day per week, without adversely affecting the normal teaching & research work of the Department.

The proposal as recommended by the Head of the Department/ Centre and the consultancy committee shall be put up for the Principal's approval.

The approval is then conveyed to the client on behalf of the Principal which includes the details such as

- a) The decision regarding acceptance of job and intimating the name of the Consultant who is responsible for all technical matters relating to the job;
- b) The charges which the client organization is required to deposit with the College and the mode of payment;
- c) Other terms and conditions as arrived at by the consultant and the authority approving the job. Break-up and the detailed costing is kept within the knowledge of the Consultant in charge, Head of the concerned Department/ Centre and the Principal where the proposal is accompanied by a Bank draft, the acceptance of the job is notified to the Consultant/s, Head of the concerned Department/ Centre, Principal and accounts section for realization of the draft money.

6. Role of Consultancy Committee

- To hold meeting once in six months (depending on quantum work, may meet in three months)
- To approve all proposals before distribution
- To monitor the progress of consultancies w r t:

In case there are serious problems either from Client or' Consultant, the issue should be brought to the notice of the HoD/Principal for his decision.

- If the client and the consultant agree to a revised time schedule, written consent of the client be obtained and the Principal is accordingly informed.

- In case the institution finds that the consultancy is not getting completed in the agreed time schedule / revised schedule, Head of Department to hold a meeting of the client and the consultant and after ascertaining the facts make recommendations to the Principal for a decision.
- The payments are received for the completed jobs.

7. Institutional Policy on Revenue Sharing

The consultancy fees for the consultant should be mentioned in the budget proposal. The distribution ratio of the consultancy fee is 60:40.



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