

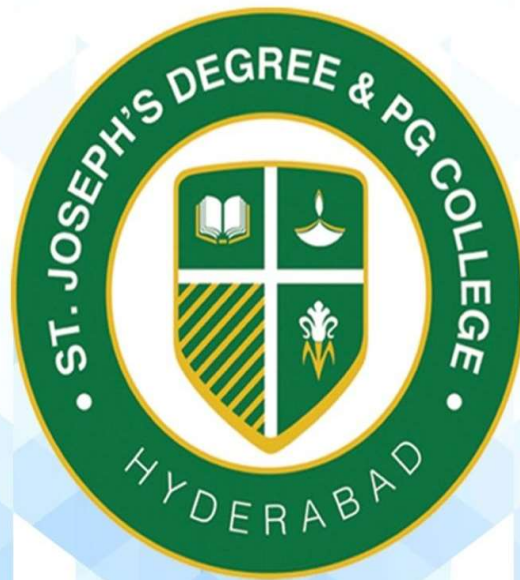
ST. JOSEPH'S DEGREE & PG COLLEGE

Autonomous, Affiliated to Osmania University

Re-accredited by NAAC with 'A' Grade with CGPA 3.49 (September 2019)

A Catholic Christian Minority Institution

Managed by Hyderabad Archdiocese Educational Society, King Koti, Hyderabad



CONSULTANCY POLICY

Contents

S.No	Description
1	Preamble
2	Objectives
3	Scope of Consultancy Services
4	Exclusions
5	Approval Process for Consultancy Activities:
6	Consultancy Policy Implementation Mechanism
7	Consultancy Committee
8	Role of Consultancy Committee
9	Institutional Policy on Revenue Sharing
10	Conflict of Interest and Dispute Resolution
11	Code of Conduct

1. Preamble

Consultancy policy is an integral component, alongside active research and teaching. The institution is committed to promoting and enhancing faculty expertise and research inclination to create mutually beneficial opportunities for collaborative research and consultancy services. These consultancy projects and services enrich and broaden the professional experience and knowledge of the faculty, and serve as a valuable tool for contributing to national economic growth.

2. Objectives:

- To increase professional and academic competence and exposure of stakeholders for quality enhancement.
 - To create and maintain collaboration between the College and external organisations to increase research and placement opportunities.
- To catalyse innovations and protect Intellectual Property (IP) of the college
- To meet the local and regional needs of the society through knowledge transfer.

- To generate tangible outcomes.

Scope of Consultancy Services

Consultancy services may be extended to individuals, industries, the service sector, government departments, and other national and international agencies by the college staff within their areas of expertise. The college mandates that all such services be governed by written contracts (with formal emails being considered), and the principal reserves the right to instruct staff to decline a consultancy proposal. The Consultant will bear the responsibility for project conduct and deliverables, while the Consultancy Committee will provide necessary administrative support. Proposals for consultancy assignments may undergo review by the Principal and the Consultancy Committee members.

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

1. The faculty members must procure prior permission from the management before undertaking the consultancy services.
2. The consultancy services undertaken by the faculty must not impede the faculty from discharging their prime obligations in the college.
3. Consultancy services undertaken should not be in conflict with the interests of the management.
4. 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.

Exclusions: This consultancy policy does not encompass the following activities:

- a) External examination-related responsibilities
- b) Invited talks and conference presentations
- c) Editorship of academic journals or publication of solicited articles
- d) Royalties
- e) Professional arts performances
- f) Charitable services
- g) Any other activities as determined by the college's governing council.

Approval Process for Consultancy Activities:

Upon receipt of a request, it must be forwarded to the principal for formal consent. Following approval, the consultant should inform the client and commence the work.

Duration: The duration of consultancy activities should not surpass One Month . If necessary, the client may extend the contract by seeking further assistance.

Consultancy Policy Implementation Mechanism:

- The organization seeking consultancy services from faculty or a department shall communicate their requirements to the principal, specifying the expertise needed and areas requiring attention.
- Upon receiving the request, the principal will notify the relevant department.
- The department head will then select the faculty member or a group of faculty possessing the requisite expertise and seek approval from the principal.
- When deciding whether to grant permission for the consultancy activity, the principal will consider factors such as the alignment of the activity with faculty members' existing responsibilities and commitments, potential conflicts of interest, and the utilization of institutional resources.
- A Memorandum of Understanding (MoU) outlining the nature of the consultancy work may be signed between the organization and the department in the presence of the principal.
- Faculty members or groups engaged in consultancy work will provide periodic progress reports to the principal through the department head.

3. Consultancy Committee

The consultancy Committee is headed by the Principal and senior faculty members & Committee Convenor. The consultancy proposals are examined, framed as per guidelines of the consultancy committee and placed for Principal's approval.

4. 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
- To identify consultancy opportunities for faculty members by maintaining a database of their expertise.
- 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 will 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.

Recommendation of the Head of the Department

- The Head of the Department/Centre evaluates the proposal based on its merits, the competency of the academic staff involved, and their time commitment, ensuring it does not exceed one day per week to avoid disruption to normal teaching and research activities.
- The recommended proposal is then presented for approval by the principal.
 -

5. 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 **80:20**. If payment is made via Bank draft, notification of job acceptance is sent to the Consultant/s, Head of the concerned Department/Centre, Principal, and the accounts section for processing the draft.

Conflict of Interest and Dispute Resolution: In instances where an employee's engagement in consultancy poses a conflict of interest detrimental to the college's interests, it must be promptly reported to the principal. Decisions regarding conflicts of interest shall be made in consultation with the consultancy committee to ensure appropriate resolution. Disputes arising from consultancy activities shall be brought before the principal for adjudication. The principal may personally resolve the dispute or refer it to the consultancy committee, Ethics committee for further deliberation.

Code of Conduct: Individuals involved in consultancy activities are expected to uphold the college's prestige and reputation. Misappropriation or misconduct may result in disciplinary action in accordance with prevailing regulations. Clients availing consultancy services are prohibited from using the college's name or logo without prior consent from the principal. Consultants are responsible for ensuring that their activities benefit the college and are conducted within reasonable limits. Travel for consultancy purposes requires notification to the department head, and outstation travel necessitates prior approval from the Head of the Institute.