

CONSULTANCY POLICY AND PRACTICES



MARIAN COLLEGE
KUTTIKKANAM
(AUTONOMOUS)

MAKING COMPLETE

Contents

1. Preamble
2. Definition
3. Goals
4. Scope
5. Policy & Procedures
6. Use of College Facilities
7. Annual Return
8. Disclaimer for Private Consultancy and Outside Work
9. Institutional support

Annexure

Form 1. **Application to undertake Consultancy and Other External work**

Form 2. **Annual Return. Consultancy and Other External work**

Establishment: 8 May 2012

Last Amended: 5 February 2013

Date Last Reviewed: 14 March 2017

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

1. Preamble

1.1. The purpose of this policy is to set out the principles and procedures governing consultancy services and other outside services undertaken by Staff Members of the college.

1.2. Consultancy is one type of enterprise activity and is recognized as a **valuable mechanism for facilitating knowledge and technology transfer through which Marian College believes it can contribute to creating economic and social impact.**

2. Definition

“Consultancy” means generally the application of existing knowledge, expertise and skills, and includes other activities which are analogous to consultancy activities such as business partnership or ownership, external appointments, and includes teaching, training commitments undertaken outside the college.

3. Goals

- Developing Contacts, knowledge and reputation for the institution.
- Development of new skills and experience for staff.
- Financial gain. Generating income for the college and the concerned individuals.
- Generating valuable Input and examples for teaching and learning.
- Initiation of new research projects.

4. Scope

Consultancy Services may be offered to Industries, Service Sector, Govt. Departments Educational Institutions, and other National and International agencies in niche areas of expertise available in the Institute. All Consultancy and related Jobs need to be structured and executed in the spirit of promoting Marian-Industry Interactions, as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of Marianites and in the process, generating funds. This policy applies to all permanent and temporary academic staff of the college. Any activity which invites application of existing knowledge, expertise and skills.

5. Policy & Procedures

Each staff member engaged in consultancy or other commercial activity must request approval *in advance* of engaging in the activity from his/her Head of School/Department/Discipline and Head of College using Form 1.

No faculty is permitted to undertake consultancy at the expense of the regular teaching activities. The consultancy plan has to be approved by the head of the institution beforehand. The maximum period spent on consultancy is fixed as per the service rules of the University and Government.

In addition, each academic staff member is required to declare annually all consultancy or other external commercial activity (other than 'nil' returns) in writing to his/her Head of School/Department/Discipline and Head of College using Form 2.

6. Use of College Facilities

The use of the college facilities, brand name etc. should be permitted only after written permission from the appropriate authorities. Private consultancy service using college facilities and resources will be costed and charged on the full economic cost basis, plus any appropriate margin, and the fee to be charged to the client will be determined by market conditions, taking into account full economic cost of a college consultant's time. Decisions on the pricing of these projects rest with the Head of School/Department.

7. Annual Return

Academic Staff members are required to submit a completed annual return (Form 2) to their Head of School/Department/Discipline and then to the Head of College, if they have engaged in (or continue to engage in) external remunerated activities covered by this policy. All private and college consultancy must be declared in the annual return. If the annual return from private consultancy exceeds Rs.2,00,000/-, 40% of the total income beyond Rs. 2,00,000/- is to be remitted to the college. In the case of consultancy entrusted by the college 70% or any other ratio as agreed upon by the college management or Principal on a case- to – case basis, of the revenue generated by extension/consultancy is to be distributed among team of staff members who

complete the work. The accounts of consultancy work shall be subject to internal auditing by the internal audit team of the college.

8. Disclaimer for Private Consultancy and Outside Work

Prior permission of the college management is required by the staff to use the college name, logos or intellectual property in connection with the negotiation of any contract for consultancy or the provision of the consultancy services or other outside work. Only the use of incidental college resources is permitted, e.g. limited use of telephone, internet and photocopying. The member of staff must make it clear to the client, before any contract is entered into, that the consultancy or work is being performed in his/her private capacity. A suitable letter, which must not be on college stationery, could be given in this regard. University staff performing work in a *private* capacity does so entirely at their own risk and must make a clear distinction between private work and their college duties.

9. Institutional support

Staff Members of the college are encouraged to undertake College supported consultancy and other similar work provided it does not conflict with the interests and regular work of the College.

9.1. Departments/Schools must **identify the area of expertise** and knowledge of each faculty member and encourage them to take up consultancy.

9.2. Use of college resources may be permitted to a rational extent for private consultancy and unreservedly for college promoted consultancy/project work

9.3. Of the Annual revenue generated, up to Rs.100000/ (One lakhs only) from private consultancy, do not have to share with the management, but all the income generated above One Lakh, 40% of the same shall be remitted to the college office and receipt should be obtained.

9.4. College may publish the consultancy assignments taken up by the staff members in the publications brought out by the institution (Marian Pulse, Marian tides etc.)

9.5. Timely acknowledgement in staff meetings.

9.6. School/Department has got to make use of the contacts of Alumnus in industries to establish a strong Institute - Industry interface.

9.7. Alumnus and Peer contacts must be effectively utilized to publicize the available expertise.

9.8. Department has to publish their area of expertise in college publications and provide a link leading to consultancy on the website of the college.

Annexure

Form 1. Application to undertake Consultancy and Other External work

To be prepared in Triplicate. One copy signed by authorities to be kept in the personal file, second copy to be filed in the department and third copy to be handed over to Research & Consultancy criteria head (IQAC).

Form 2. Annual Return. Consultancy and Other External work

To be prepared in Triplicate. One copy signed by authorities to be kept in the personal file, second copy to be filed in the department and third copy to be handed over to Research & Consultancy criteria head.

(Form 1)

Marian College Kuttikkanam

Application to undertake Consultancy and Other External work

1.Name: (block letters)	
2.Job Title:	
3.Department/School:	
4.Other Appointments: (eg. warden)	
5.Name and address of organisation/Person for which work will be undertaken:	
6. Brief description of the nature of the work and where it will be done:	
7. Period and estimated time required for the work:	

MAKING COMPLETE

8. Please specify any college facilities to be used:	
10. Name and status of any college staff or students to be employed:	
11. Proposed Total Fee (if any)	
<p>Signed..... Date.....</p>	
<p>Head of the Department/School</p> <p>Signed..... Date.....</p>	
<p>Head of the Institution.</p> <p>Signed..... Date.....</p>	

(Form 2)

**Marian College Kuttikkanam
Annual Return. Consultancy**

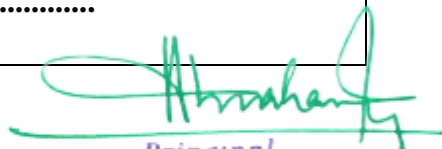
1.Name (Block letters)	
2. Job Title:	
3. Department/School	
4. 5.Name and address of organisation/Person for which work was be undertaken:	
5. Brief description of the nature of the work and where it was done:	
6.Total Fee Received:	
7. Total Expenses	
8. Net Income	
9. Breakdown of Income	



MAKING COMPLETE

i) Payment to be made to the applicant: ii) Individual payments to be made to staff or students: (give total payments and hourly or daily rates) iii) Payment for computer / equipment time & consumable materials: iv) 20% to college: (If annual income exceeds 200000/)	
Signed..... Date.....	
Head of the Department/School	
Signed..... Date.....	
Head of the Institution.	
Signed..... Date.....	
Internal Auditor	
Signed..... Date.....	




Principal
Marian College, Kuttikkanam