

# **CONSULTANCY POLICY**

## **RESEARCH CONSULTANCY POLICY**

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation. The members undertaking consultancies are permitted to engage in research, provided these consultancies do not interfere with the discharge of their duties as a teacher. Consultancies shall be undertaken only with the approval of the designated Principal / Secretary through the Chairman of the Research Committee.

### **FEATURES OF THE POLICY**

1. Revenues acquired from the consultancy project will be shared equally between the College and the faculty concerned.
2. Accessing the college resources such as technical and administration staff equipment and telecommunications are subjected to the approval by the Principal Ability to refer to their college position and title in connection with the work.
3. If more than one member takes up the consultancy project, 50% shall be shared equally or as they agreed.
4. In case of any private consultancy offered by a faculty in her/his capability and the member accesses any of these benefits in the undertaking, the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this policy.
5. The consultation should benefit the College in terms of revenue, improved reputation and the expansion of the staff members' skills.
6. Projects must ensure no inconsistencies between policies such as employment, the Code of Conduct, etc.
7. The consultancy shall not interfere with the College's functions, aims, or interests or harm the College's reputation.
8. All project budgets must include minimum salary and on-cost charges established by College Management.

## **CONSULTANCY AND OTHER ASSIGNMENTS**

Faculty are encouraged to undertake training, consultancy and sponsored research in policy, strategy, and operational aspects of management in their field of interest both individually and together in a group. The consultancy and research activities scope shall include consulting (oral/written/both), report-based, paid or sponsored research, lecture assignments outside the Institute, etc.

Rules for taking-up consultancy and payment of honorarium are as follows:

- i. Prior written permission of the Director is required before undertaking any such assignment. No such assignment be undertaken that requires any alteration in the work commitment in the Institute. In the case of the Director, written permission of the Vice-Chairman is required.
- ii. A faculty member, even when on leave, can accept any consultancy assignment only on prior approval of the Institute's Director.
- iii. The faculty members shall be treated on duty while conducting consultancy assignment
- iv. One day per week, i.e. 52 days per full year, will be the maximum period available to faculty for undertaking such assignments. Any commitments of time of one-half-day or more will be part of the 52 days limit.
- v. After deducting direct expenses, 50% of revenue from a consultancy is shared with the Institute.
- vi. All the faculty members shall be required to submit the complete details of any outside assignment, including the Institute's name, with a complete itinerary and photocopy of the cheque received to the Director's office.
- vii. Director will be allowed to take a maximum of 26 days of consultancy assignment with permission of the Vice-Chairman.
- viii. While accepting any consultancy assignment, institutes' revenue from consultancy should justify allocating faculty resources.

## **GUEST LECTURES AND PANEL DISCUSSIONS**

- i. Prior written permission from the Director is required before undertaking any such assignment. No such assignment be undertaken that requires any alteration in the work commitment in the Institute. In the case of the Director, written permission of the Vice-Chairman is required.
- ii. A faculty member, even when on leave, can accept any such assignment only on prior approval of the Institute's Director.
- iii. The faculty members shall be treated on duty while such assignment
- iv. Honorarium of Rs. 10000 per annum is excluded from any sharing with the Institute. Any honorarium in excess shall be shared 50% with the Institute.
- v. All the faculty members shall be required to submit the complete details of any outside assignment, including the Institute's name, with a complete itinerary and photocopy of the cheque received to the Director's office. This shall be forwarded to the accounts department for further process.