



26. CONSULTANCY POLICY

1. Introduction

Consultancy is an essential conduit for sharing knowledge and expertise between different individuals and agencies. Consultancy may be associated with contractual relationships, including research, service, contracts *etc.*, with individuals, non-governmental and governmental agencies in lieu of a fee. The goal of this policy document is to set out the principles and procedures governing consultancy undertaken by academic staff members (hereafter referred to as Consultant) of the college. The staff is encouraged to undertake consultancy, provided, it is in conformity with the vision and mission of the college.

2. Objective

- To increase professional and academic competence and exposure of stake holders for quality enhancement.
- To create and maintain links 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 outcome, interns of capital or assets.

3. Scope

Consultancy services may be offered to Individuals, Industries, Service Sector, Govt. Departments and other National and International agencies by the staff of the college, in their field of expertise. The college stipulates that all such services must be governed by written contracts (formal emails may be considered) and the Principal has the right to instruct the staff to decline a proposal for consultancy. The responsibility for conduct of the project and the deliverables will lie with the Consultant, and the office of the Dean of Research will provide the necessary administrative support. Proposals for large sized consultancy assignments (worth more than One Crore) may be reviewed by a five-member Advisory Committee comprising Principal, Deans of Science, Humanities, Research and Planning and Communication.

4. Recruitment Policy

Students who are willing to work on consultancy projects may be permitted, as per the norms of the college, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honoraria. Recruitment of temporary staff for Consultancy Projects, if needed, shall follow existing rules for project staff recruitment.

Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing purchase and travel rules.

5. Exclusions

This consultancy policy does not recognize below activities:

- a) External Examination related duties
- 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 as decided by the governing council of the college

6. Process of Approval of Consultancy Activity

Once a request is received, it must be communicated to the Principal and a formal consent should be obtained after which the consultant must inform the client and the work may commence.

7. Duration

Duration of the consultancy activity should not exceed three years. If needed, the client may seek further assistance by renewing the contract.

8. Components of Consultancy Fee

The consultancy fee may comprise the following:

Consultant Fees: This will include charges for the time and expertise of the consultant.

Operational Expenses: Consumables, contingencies, travel, daily allowances, honorarium for staff and students, and all other costs associated with the consultancy project can be included here. The cost of using college-owned equipments are also covered by these fees.

Overheads: Overheads will be charged at the rate of 10% of Operational Expense as applicable. The equipment maintenance and the expenses on use of infrastructure will be taken care of by the college from this fund.

Capital Equipment: This will include charges for the purchase of specific equipment for the implementation of consultancy projects.

Tax: Service tax and other applicable taxes

9. Payment schedule

The charges for any assignment are normally payable in advance. However, exceptions may be made with prior approval of the principal. Such a payment schedule should ensure that

- (i) advance payment is received for each segment of work.
- (ii) the number of instalments is consistent with the deliverables.

10. Income Distribution

For consultancies that rely solely on a consultant's time and expertise, she or he is entitled to keep 80% of the profit. When college resources are used, the income split ratio may be determined on the merits of the case; however, the institution's share will not be less than 40%. The income earned by any individual from consultancy will be taxable as per the Income-tax Act, 1961. All financial transactions relating to the consultancy that are worth more than Rs. 5000/- will be processed via bank transfer to



and from the appropriate college account. Amounts of less than Rs. 5000 may be remitted at the college office.

Any immovable assets, in addition to the consultancy fee, amassed through the consultancy, shall belong to the college. Ownership of intellectual property shall be stated in the initial consultancy request.

11. Conflict of Interest and Dispute Resolution

A conflict of interest arises where an employee engages in consultancy which becomes deleterious to the interests of the college. Conflicts of interest, if any, must be immediately reported to the principal, and appropriate decisions should be initiated in consultation with the research council.

Any dispute arising out of consultancy must be placed in-front of the Principal, who may take a decision by him/herself or refer it to the Research Council Ethics committee for further resolution. Disputes, if any, shall be subject to the jurisdiction of the courts at Thrissur.

12. Code of Conduct

The conduct of the individuals associated with the consultancy should befit the prestige and reputation of the college. In cases of misappropriation and misconduct, disciplinary action may be initiated, as per the prevailing rules of the land. Clients receiving consultancy services are not permitted to use the name or logo of the college without prior permission of the Principal. All consultants should ensure that the activity is beneficial to the college and that it is kept within reasonable bounds. Travel out of the campus or leave on account of consultancy activities should be undertaken with intimation to the head of the department. Further, outstation travel for consultancy assignments may be undertaken normally with the prior approval of the Head of the Institute.

13. Implementation Procedures

The responsibility for the implementation of this policy shall lie with the Principal, via the Dean of Research. The Dean shall have wide authority and discretion to adopt administrative processes, guidance, forms, and interpretations necessary to effectively implement this policy and any procedures enacted. Copies of the consultancy initiating request and details of financial settlement must be kept in the office of the Dean of Research. Notwithstanding the above, and keeping in mind the best interests of the college, consultancy may be taken up in exceptional cases, not covered by the above rules, with prior approval of the Principal.