

**RESEARCH COUNCIL**

**ST THOMAS COLLEGE (AUTONOMOUS),**

**THRISSUR-1**

**CONSULTANCY POLICY**

**2018**

**1. Preamble**

Consultancy is an essential conduit for sharing knowledge and expertise between different individuals and agencies. The role of such in the growth and development of the nation and society cannot be underestimated. In this context the Research Council of St. Thomas College (Autonomous), Thrissur has a clear cut vision on consultancy activity in the college. 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 College, encourages its faculty and staff to engage in consultancy in conformity with rules of the college and without creating conflict of interest.

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**2. Purpose**

The purpose of this policy document is to clarify and enlist the norms for undertaking consultancy work by the staff of St. Thomas Collge (Autonomous), Thrissur.

**3. Definitions and Scope**

Consultancy has been defined as a professional practice that gives expert advice within a particular field and is undertaken by the staff of the college in their field of expertise, for individuals or organisations outside the institution in lieu of financial return. Consultancy will result in some type of output (information) which may be partly or fully owned by the person who consults (hereby referred to as client).

The college stipulates that all such services must be governed by short-term written contracts (formal emails may be considered from individuals). Consultancy services undertaken must use minimal use of college resources. When and where college resources are used, split in consultancy fee between consultant and college may be suitably split as explained below.

Consultancy for organizations owned by a staff / having an interest of any staff maybe included within the scope of this policy document even though conflicts of interests if any should be avoided/ clearly stated where unavoidable.

**4. Exclusions**

This consultancy policy does not recognise below activities:

a. External examinership

b. Lectures as resource person and conference presentations

c. Editorship of academic journals or the publication of academic articles

d. Royalties from authorship and publication of books

e. Professional arts performances

f. Charitable services

g. Any other as decided by the research and governing councils of the college

**5. Process of Approval of Consultancy Activity**

All consultancy proposals should be submitted to the consultant through proper channel. The Consultant must inform the Head of the Department of relevant subject and the Principal of the College before accepting to provide consultancy services. The Principal has the right to instruct the staff to decline a proposal for consultancy.

**6. Duration of Consultancy**

Duration of the consultancy activity should not extend more than three years at a stretch. If needed, the client may seek further assistance by renewing contract. The college encourages short term consultancy of duration less than one semester. Consultancy activities must not interfere with the primary teaching learning evaluation and administrative duties enshrined in the position of each staff.

**7. Conflict of Interest**

a. Engagement in consultancies must not create any perceived or actual conflict of interest.

b. Conflict of interest, if any, must be immediately reported to the Principal

c. A conflict of interest arises where an employee engages in consultancy which becomes deleterious to the interests of College.

**8. Income Distribution**

a. Any cost incurred by the college while allowing the consultancy will be deducted

from total income from consultancy before splitting income between the consultancy provider and the college.

b. The consultant providing consultancy independent of the college resources will be entitled to retain 80% of the income while 20% will be for the college.

c. Where college resources are used (without college incurring cost as mentioned in a), the ratio of income split may be decided on the merit of the case but the share of the institution will not exceed 40%.

d. The income earned by any individual from consultancy will be taxable as per Govt. of India rules.

e. All financial transactions related to consultancy equal to or above Rs.5000 will be preferably cashless through bank transfer to/from appropriate college account. (Applicable from Academic year 2021 onwards). Amounts less than Rs. 5000 may be remitted at the college office (even though cashless transfers are preferred).

 The college will make the appropriate payment to the consultancy provider as per rules.

**9. Code of Conduct**

a. The employee should uphold the rules and regulations of the college and conduct him/herself in a manner in keeping with the prestige and reputation of the college.

b. The college may take disciplinary action against its employee for any misconduct during

consultancy.

c. Copies of all documents related to all consultancy services undertaken by its staff must be kept in the college office facilitating financial accounting and audit purposes. (Applicable from Academic Year 2021).

d. The clients receiving consultancy services are not permitted to use the college name/logo or identity without permission from the Principal.

**10. Dispute Resolution**

Any Dispute arising out of consultancy must be placed infront of the Principal who may take a decision by him/herself or refer it to the Research Council Ethics committee for further resolution.

The Consultancy Policy is subject to change as and when deemed by the Principal or Research Council.