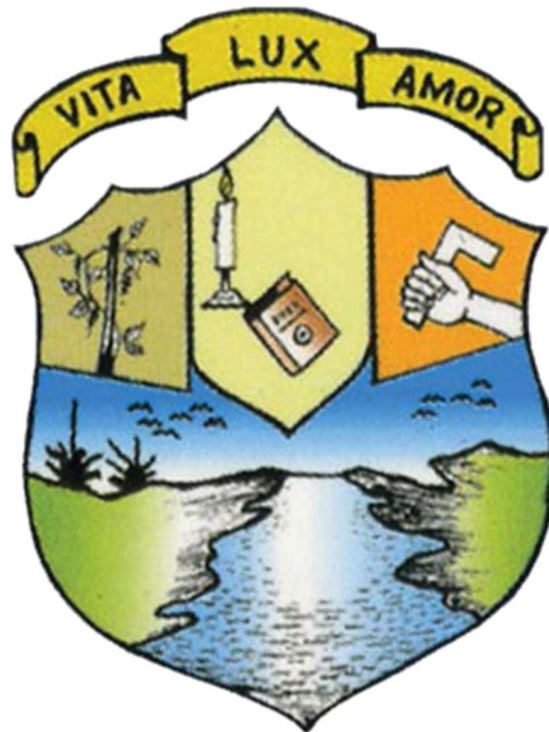




ST THOMAS COLLEGE PALAI
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ST. THOMAS COLLEGE, PALAI
CONSULTANCY POLICY 2024

CONSULTANCY POLICY

St. Thomas College, Palai (Autonomous) (the College) recognizes the importance of consultancy services as a means to bridge the gap between academia and industry, apply faculty expertise to solve real-world problems, enhance faculty development and research opportunities, and generate additional resources for the College. This policy outlines the framework for faculty engagement in consultancy services while ensuring the smooth functioning of academic programs and upholding the integrity of the College.

Objectives

This policy aims to establish a transparent and efficient process for managing consultancy services, encourage responsible participation of faculty members in consultancy projects, maintain high-quality standards for all consultancy services offered by the College, and ensure ethical conduct and adherence to legal regulations.

The policy covers the Consultancy Services offered by faculty members of the College, across various disciplines, and Professional Activities. It does not cover the funded research projects for which no remuneration is received by the respective faculty members.

Consultancy Management Cell (CMC)

- The CMC will be a five-member committee chaired by a Nodal Officer. The Nodal Officer shall be the Vice Principal, Dean or a senior faculty member nominated by the College Council. The other members shall be nominated by the Principal in consultation with the Nodal Officer.
- The CMC shall be responsible for setting guidelines for consultancy services, reviewing and approving consultancy proposals, monitoring adherence to the policy, addressing disputes related to consultancy services and recommending revisions to the policy.
- For minor consultancy services, CMC can authorize the concerned Head of the Department to review and approve the consultancy proposals, decide on the remuneration or fees, receive the same and to disburse the same. However, provisions of 'Pricing or Budgeting' and 'Sharing of Professional Fees' of the Policy shall be complied with, unless otherwise sanctioned by the CMC.

Consultancy Services Office (CSO)



- The College will establish a centralized CSO to facilitate consultancy services and will function under the CMC's guidance.
- There shall be a full-time non-teaching staff in the CSO, and he / she shall report to the Principal through the Nodal Officer.
- All proposals or applications for consultancy services shall be routed through the CSO.
- The CSO shall assist faculty members in preparing consultancy proposals, facilitate communication between faculty members and potential clients, manage contracts and agreements with clients, process invoices, collect payments from clients and maintain records of all consultancy projects.
- The CSO shall also function as the single point of contact for the public or corporates to seek consultancy services from the College, as per the policy. CSO shall process all the proposals or applications from the public or corporates in consultation with the Nodal Officer.
- The CSO shall be responsible for keeping record of all consultancy services and professional activities undertaken by the faculty of the College.

Types of Consultancy Projects

- There shall be different types of consultancy projects. They can take the form of individual projects, intra-departmental team projects, and interdepartmental team projects.
- The policy also recognizes the consultancy projects proposed by the faculty member(s) of the College and the project proposals received from the public and industry.

Quality Assurance and Compliance Mechanisms

- All the proposals shall be routed through the CSO, even if the client approaches the individual faculty member directly.
- Proposals shall be reviewed by the CMC based on alignment with the College's mission and expertise, faculty member's qualifications and experience, availability of resources, potential benefits to the College and the client, ethical considerations, and potential conflicts of interest.
- The CMC will provide feedback and approve or reject proposals.
- Further, periodic feedback may be sought from the clients to assess the quality of services provided.



- The CMC will maintain a record of all consultancy projects undertaken by faculty members, including project details, deliverables, and client feedback.

Faculty Engagement Norms

- All consultancy assignments can be undertaken in the name of the College, even if the client approaches the individual faculty member directly.
- Faculty members can engage in consultancy services with prior approval from the Principal and the CMC, except in case of Minor Consultancy Services.
- The maximum number of days a faculty member can spend on consultancy services in a calendar year is 15. For exceeding the leave limit, faculty members must submit a written request to the Principal with justification and a plan to ensure no disruption to teaching duties. All leave applications shall be considered and sanctioned as per the leave policy of the College.
- Faculty members can undertake consultancy services that do not conflict with their primary responsibility to teaching and research, utilize College resources without prior permission and compromise the College's reputation or intellectual property.
- Faculty members shall submit the proposals for professional activities in a prescribed format directly to the Principal through the CSO. They can engage in the same after obtaining prior consent from the Principal. The proposals will not be denied unless otherwise there are considerable reasons. The remuneration or honorarium received for professional activities is not shareable with the College. However, copies of the relevant certificates shall be handed over to the CSO for the purpose of record. Faculty members can engage in professional activities only by availing permissible leaves, as per the leave policy of the College.

Pricing or Budgeting

- The amount to be charged from the clients should cover the following elements of cost:
 1. Professional fees as per the prevailing norms.
 2. Salary and other expenses of the support staff, including project assistant, project associate and field investigators.
 3. Fees for the external experts / advisors if any.
 4. Travel and lodging expenses.
 5. Expenses for data collection



6. Communication and consumables
 7. Institution's overhead (10% of the professional fees)
 8. Applicable taxes on the total project cost, i.e., the aggregate of amounts earmarked for items explained above.
- The client would normally be required to pay 50% of the total cost in advance, along with the letter of acceptance of the terms and conditions detailed in the consultancy proposal.

Sharing of Professional Fees

- The professional fees, as detailed above, shall be shared by the faculty member(s), the College and the parent department(s) of the faculty member(s), as follows:
 1. 70% of the professional fees shall be paid to the respective faculty member(s). If more than one faculty member is involved in the assignment, this amount shall be divided among themselves as per the agreement between them or applicable standards.
 2. 20% of the professional fees shall be paid to the parent department(s) of the faculty member(s) involved in the consultancy assignment. In case of the involvement of faculty members from multiple departments, this amount shall be apportioned appropriately.
 3. 10% of the professional fees shall be shared with the College.

Finance Management and Accounting

- The consultancy fees, including professional fees, shall be collected by the CSO through a designated bank account. No cash receipt shall be entertained. Personal bank accounts of the cornered faculty members shall not be used for the collection of the consultancy fees. However, the remuneration or honorarium for the professional activities shall be received by the respective faculty members in their own account, unless otherwise specified by the competent authority.
- The CSO shall make the payments of direct expenses, institution's overhead expenses and applicable taxes directly to the concerned vendors / Government(s) or by way of reimbursement, as per the request from the respective faculty members.
- The share of professional fees due to the College, the department, and the faculty member shall be disbursed by the CSO only after completing all the prescribed formalities.



- The CSO shall keep all the record and accounts regarding the receipt and disbursement of the consultancy fees received from the clients.
- All payments to the faculty members, departments, College, and others shall be through bank transfer only and are subject to TDS as per the existing tax laws.
- However, the finance policies and procedures of the College shall be the final directive for the smooth handling of the finance management and accounting practices of the consultancy services.

Intellectual Property Management

- A separate Intellectual Property (IP) Management Policy shall be established to govern the ownership and commercialization of any intellectual property generated through consultancy projects. The policy will clearly define the rights and responsibilities of the College, faculty members, and clients regarding patents, copyrights, and other forms of intellectual property.
- However, in the absence of an Intellectual Property Management Policy, the rights of the Faculty member(s), the College, and the client(s) shall be protected through a written agreement established and executed by and among themselves. The CMC shall give appropriate guidelines in this regard to the concerned parties and the CSO shall comply with the formalities in this regard.

Consultancy Report

- The consultancy report by the faculty member(s) to the client(s) shall be treated in confidence. A copy of the report shall be given to the Nodal Officer through the CSO, but it will not be available to anyone except the Nodal Officer, who can access it only for perusal and records.
- The copy of the consultancy report given to the Nodal Officer shall be kept in the safe custody of the Principal. It should be kept in a sealed cover and shall be opened for any purpose only with the consent of the author of the report. The physical presence of the author is required for opening the sealed cover and accessing the document unless there is written authorization by the author(s).

Ethical Considerations

- Faculty members engaged in consultancy services are expected to uphold the highest ethical standards. This includes avoiding conflicts of interest,



maintaining confidentiality of client information, and ensuring accurate and unbiased work.

- Faculty members must disclose any potential conflict of interest between their consultancy work and their academic duties. This includes financial interests, intellectual property ownership, and potential influence on research or curriculum.
- The college shall review the disclosures and take appropriate steps to manage the conflicts.
- Faculty members must ensure they do not share confidential college information with clients without proper authorization. They must maintain the confidentiality of any client information obtained during the consultancy project.
- Consultancy work should not compromise a faculty member's ability to dedicate time and effort to their teaching and student advising responsibilities. Faculty members should be transparent about the time commitment required for consultancy work and ensure it does not significantly impact their teaching or research responsibilities.
- Faculty members should be transparent about any potential influence of consultancy work on their academic research. Authorship and publication of research findings should follow established ethical guidelines.
- Faculty members must ensure their consultancy work complies with all applicable laws and regulations. They should conduct their consultancy work in a professional manner that upholds the reputation and integrity of the College.

Training and Development

- The College shall organize workshops and other training programs to equip faculty members with the necessary skills to effectively engage in consultancy services. These programs could cover areas such as proposal writing, project management, client communication, and intellectual property management.
- The CMC shall explore opportunities for faculty members to participate in external training programs on consultancy practices.

Marketing and Industry Collaborations

- The College shall maintain a dedicated webpage showcasing faculty expertise and potential consultancy services offered by various departments.



- The CMC will actively participate in industry events and conferences to promote the College's consultancy capabilities.
- The College shall establish collaborations with local industries, businesses, and government agencies to identify potential consultancy projects and create mutually beneficial partnerships.
- Alumni networks shall be leveraged to connect with potential clients and explore consultancy opportunities.

Use of College Infrastructure

- The College will strive to maintain its scientific infrastructure at par with industry standards to support high-quality consultancy services.
- Faculty members undertaking consultancy projects can utilize college infrastructure with prior approval from appropriate authorities.
- A transparent system shall be established for determining user charges and cost recovery for utilizing college resources for consultancy projects.

Difficulty Resolution

In case any difficulty or confusion arises on some matter, those may be brought to the notice of the Nodal Officer for effecting any change or modification that may be necessary from time to time. However, if substantive changes become necessary, the same must have the concurrence of the Principal.

Feedback and Revisions

This policy shall be reviewed periodically by the CMC to ensure its effectiveness and adapt to changing needs. Feedback from faculty members, industry partners, and other stakeholders will be considered during revisions.