

04 CONSULTANCY POLICY

CONSULTANCY POLICY

1.1 Preamble

The Consultancy Policy of the college shall encourage and facilitate the faculty to apply their knowledge and inputs as sought by industry, government agencies and other research organizations. It shall become a platform for the promotion of academia- industry interactions.

1.2 Policy Statement

Consultancies undertaken by staff shall be consistent with the institution's strategic and operational objectives. The policy shall aim to capture consultancy activities as indicators of the Institution's impact on local community. While maintaining a fair balance between the professional development of the faculty member and the benefit to the Institution, the policy shall seek to ensure that there is no conflict of interest that may arise due to embarking on such activities. All consultancies shall have demonstrable benefit to the College through income, enhanced reputation, and/or expanding the expertise of the staff member.

1.3 Scope

The consultancy policy shall be applicable to all the staff members, Research and Non-research consultancies of the Institution and Private independent Consultancy approved by the Management.

1.4 Norms

Consultancy work shall be subject to the following conditions :

- 1.4.1 It shall be disclosed to the Management.
- 1.4.2 It shall not interfere with the full-time obligations of the faculty member.
- 1.4.3 It shall cover consultancy undertaken using the Institution's resources, and the Institution's name.
- 1.4.4 It shall include the use of a faculty member's expertise and knowledge such as technology

solutions, industrial training, conduct of workshops/ conferences/ training etc., guest lectures, presentations at conferences, serving on scientific advisory boards, research councils or other professional associations, or performing charitable and community work.

1.4.5 It shall comply with the relevant rules and regulations of the Institution.

1.5 Procedural Formalities

- 1.5.1 Staff members shall ensure that a formal agreement is drawn between the external party and the Institution before undertaking any kind of consultancy work.
- 1.5.2 Approvals for the consultancy shall be done through a formal MoU. The Director shall approve the consultancy if it is an inter-institute assignment and the Principal will approve the consultancy if it is within the institution.
- 1.5.3 Staff members shall spend one day per week on approved consultancies, with a maximum of 48 days per year. Variations to this time commitment shall require the approval by the Management.
- 1.5.4 The revenue generated from the consultancy project shall be shared among the member and the Institution in a 50:50 ratio after deducting the overheads and all other expenses.
- 1.5.5 Engagement in consultancies shall not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived shall be reported to the Management for resolution. Any intellectual property arising from any Consultancies shall be governed by the Intellectual Property Policy.

