

CONSULTANCY POLICY



**ST. JOSEPH'S COLLEGE (AUTONOMOUS),
IRINJALAKUDA**

1. Introduction

Consultancy is a critical tool for fostering the exchange of knowledge and expertise between different individuals and agencies. It provides an opportunity for experts in a particular field to share their knowledge and skills with others, and for organizations to access specialized knowledge that they may not have in-house. This can be particularly valuable for organizations that operate in complex and rapidly changing environments, such as government agencies, non-profit organizations, and private companies.

St. Joseph's College (Autonomous), Irinjalakuda has a clear vision for consultancy activity within the college, recognizing the vital role it plays in the growth and development of the nation and society. The college encourages its faculty and staff to engage in consultancy activities as it can provide them with opportunities to apply their expertise in real-world settings, and to gain valuable experience and insights that can inform their research and teaching.

Consultancy activities can take many different forms, including research projects, service contracts, and other types of agreements. These activities can be entered into with a wide range of partners, including individuals, non-governmental organizations, and government agencies. Consultancy activities can also generate revenue for the college, allowing it to invest in new initiatives, facilities, and programs.

It's important to note that the college has policies in place to ensure that consultancy activities are carried out in conformity with the rules of the college and without creating any conflicts of interest. These policies aim to protect the integrity of the college and its reputation, as well as ensuring that consultancy activities are carried out in an ethical and professional manner.

Overall, the College recognizes the value of consultancy in fostering the growth and development of the nation and society, and actively encourages its faculty and staff to engage in such activities while adhering to the college's policies.

2. Purpose

The purpose of this policy document is to provide clear guidelines and regulations for staff who wish to engage in consultancy work. The document outlines the rules and procedures that must be followed when undertaking such work, including any approvals that may be required and any potential conflicts of interest that must be disclosed. Additionally, the document may also outline any financial compensation or other benefits that may be received as a result of consultancy work, as well as any potential risks or liabilities that may be associated with such work. Overall, the purpose of this policy document is to ensure that staff members understand

the expectations and requirements for undertaking consultancy work, and to ensure that the interests of the college are protected.

3. Domain of the Consultancy Policy

This consultancy policy document has been developed to provide clear guidelines and regulations for staff members who wish to engage in consultancy work. The output of the consultancy may be partly or fully owned by the client. The college requires all consultancy to be governed by short-term written contracts and minimal use of college resources. When college resources are used, the consultancy fee may be split between the consultant and the college. Consultancy for organizations owned by a staff or having an interest of any staff may be included within the scope of this policy document, however, conflicts of interests, if any, should be avoided or clearly stated where unavoidable. It is important to note that certain activities such as external examinership, lectures as resource person and conference presentations, editorship of academic journals or the publication of academic articles, royalties from authorship and publication of books, professional arts performances, charitable services, and any other activities as decided by the research and governing councils of the college are not considered as consultancy work and will not be governed by the rules and procedures outlined in this policy.

4. The Consultancy Policy

- All consultancy proposals should be properly submitted through the appropriate channels.
- The consultant must inform the head of the relevant department and the principal of the college before accepting to provide consultancy services.
- The principal has the right to instruct staff to decline a proposal for consultancy.
- The duration of the consultancy activity should not exceed three years at a stretch. If needed, the client may renew the contract for further assistance.
- 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 of the staff.
- Engagement in consultancy must not create any perceived or actual conflict of interest. Any conflict of interest must be reported to the principal immediately.
- A conflict of interest can be considered serious if the consultancy activities engaged by the employee becomes detrimental to the interests of the college.

- Any cost incurred by the college while allowing the consultancy will be deducted from the total income from the consultancy before splitting the income between the consultancy provider and the college.
- The consultant providing consultancy independent of college resources will be entitled to retain 80% of the income while 20% will be for the college.
- Where college resources are used, the ratio of income split may be decided on a case-by-case basis, but the share of the institution will not exceed 40%.
- The income earned by any individual from consultancy will be taxable as per Government of India rules.
- All financial transactions related to consultancy equal to or above Rs.5000 will be preferably cashless through bank transfer to/from appropriate college account, starting from the academic year 2021. Amounts less than Rs. 5000 may be remitted at the college office (even though cashless transfers are preferred).
- Any disputes arising out of consultancy must be placed in front of the principal who may make a decision for further resolution.
- The consultancy policy is subject to change as deemed appropriate by the principal.

5. Principles of Consultancy

- The employee is expected to abide by the rules and regulations of the college and conduct themselves in a manner that upholds the prestige and reputation of the college.
- The college reserves the right to take disciplinary action against employees for any misconduct during consultancy.
- Copies of all documents related to all consultancy services undertaken by staff must be kept in the college office for financial accounting and audit purposes, starting from the academic year 2021.
- Clients receiving consultancy services are not permitted to use the college name, logo or identity without permission from the principal.