



**DE PAUL INSTITUTE OF
SCIENCE & TECHNOLOGY, ANGAMALY
(DiST)**

CONSULTANCY POLICY



1.0 Introduction

De Paul Institute of Science & Technology promotes the use of its intellectual and infrastructural resources for serving other organisations including industry, non-governmental organisations, business concerns and other members of the society. The purpose of it is to transfer knowledge and technology for economic and social impacts. By undertaking consultancy activities, the faculty and students earn valuable real-life experiences and also generate income. All faculty members are encouraged to undertake such consultancy projects provided that it does not lead to conflict of interests. Usually, consultancy projects are in the form of trainings, expert advice, surveys, analysis and interpretation, impact studies, etc. De Paul Centre for Research and Development (DCRD) has a clear policy for undertaking consultancy by the staff in the college.

1.1 Objective of the policy

To give clear guidelines regarding the terms and conditions to be followed when undertaking any consultancy activities by the staff members.

1.2 Definition and Scope

Consultancy is a profession or practice of giving expert advice within a field. In the college, it is undertaken by the staff (for an outside agency or client) in lieu of financial returns. The outside agency may be industry, NGOs, business concerns, government bodies or government agencies or individuals. The services may be in the form of training, surveys, analysis and interpretation, impact studies, etc.

The scope of consultancy does not include activities such as working as external examiners, providing lectures, sourcing resource persons, holding conference presentations, editing academic journals, professional performances, charitable services and any other activities as decided by DCRD.

1.3 Conflict of Interest

Consultancy services taken up by the faculty should not result in any conflict of interest. Conflict of interest arises when an employee engages in consultancy which is detrimental to the interests of the college. The consultancy duties should not in any way hamper the systematic work of the faculty in the college.

1.4 Duration

The college encourages consultancy for a period of less than a semester. However, if need arises it may extend up to three years, with special written permission granted by the Principal.

1.5 Income Sharing

The income sharing pattern for consultancy duties –

- a) If the college resources are utilised, income sharing will be in the ratio of 60:40 for the faculty and the college after meeting all the expenses.
- b) If the consultancy activity is undertaken on a regular working day, income will be shared in the ratio of 60:40 for the faculty and the college after meeting all the expenses.
- c) If the consultancy activity takes place on a holiday without utilizing the college resources, income sharing will be in the ratio of 80:20 for the faculty and the college after meeting all the expenses.
- d) If the consultancy activity takes place on a holiday utilizing the college resources, income sharing will be in the ratio of 60:40 for the faculty and the college after meeting all the expenses.

The revenue is calculated after meeting all the expenses provided by the consultancy. Income shared by the college will be utilised for research promotion of the faculty in the college. All financial transactions related to consultancy will be strictly through accounts.

1.6 General Terms and conditions

- Since the college is liable for the actions of its employees in the works related to consultancy, written permission from the Principal is mandatory to enter into consultancy work-related arrangements and agreements with outside agencies.
- Consultancy work taken up during the college hours should be reported to the college authorities in advance.
- The faculty doing a consultancy assignment should follow the rules and regulations of the college and should behave in such a way to uphold the reputation of the college.
- Copies of the documents related to consultancy should be kept in the college office to facilitate auditing.

- Any disputes arising out of consultancy should be placed before the Principal who will refer it to the DCRD for final decision.
- The consultancy policy is subject to change from time to time.