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Janardan Bhagat Shikshan Prasarak Sanstha's

# CHANGU KANA THAKUR

**ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL  
(AUTONOMOUS)**

Re-accredited 'A+' Grade by NAAC (Third Cycle- 3.61 CGPA)

'College with Potential for Excellence' Status Awarded by University Grants Commission

'Best College Award' by University of Mumbai

## Policy for Consultancy

## Internal Quality Assurance Cell (IQAC)





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### **Policy for Consultancy**

<b>Approving authority</b>	College Development Committee (CDC)
<b>Responsible Officer</b>	IQAC coordinator
<b>Document Location</b>	<a href="http://www.ckthakurcollege.net">http://www.ckthakurcollege.net</a> .
<b>Custodian</b>	Principal
<b>Year of Implementation</b>	2020
<b>Year of Revision</b>	2022
<b>Year of next Revision</b>	2024

## **Preamble**

Changing dynamics of the education demands strong relationship between academics and industries, society, and allied sectors. Consultancy is a one of the practice to strengthen this relationship through intellect, knowledge and expertise.

Changu Kana Thakur Arts, Commerce and Science College, New Panvel (Autonomous), hereinafter refers as the college promotes the academic, administrative staff and students of an institute individually or in a group to use their expertise and undertake the consultancy with the various industries, organizations, academic/research institutes and research scholars to foster the associations by exchanging intellectual views, scientific expertise, innovations, technology and services. Institute is committed to support the staff involved or interested in consultancy by providing resources/facilities/infrastructure and training wherever appropriate.

This policy provides a clear framework to whom willing to engage in consultancy. Being an educational institute main area of consultancy includes exchange of knowledge, technology transfer, scientific inputs, analysis, research etc. The institute will be instrumental in looking after that both the parties along with the institute will be mutually benefitted in this symbiotic relationship provided it does not have any conflict of interest. The consultancy will be expected to increase the proficiency at professional and academic level and service to the society. It will not only develop linkages with the organizations other than institute but also provide opportunities to the stakeholders for industrial projects, research, placements etc.

## **Purpose**

The purpose of consultancy policy is to encourage the institutional staff to undertake the consultancy. This policy establishes the norms, rules, regulation and guidelines for the faculty and other staff willing to undertake consultancy.

## Scope

This policy is applicable to every individual, group of staff and departments of the college involved in consultancy. It is also applicable to the students who undertake consultancy using institutional resources.

## Type of consultancy

Every individual staff or group of the staff can undertake the following types of consultancy such as

**I. Institutional consultancy:** A consultancy in the form of advice or any type of work render to the other organization by the department/group/individual on the behalf of the college. The consultant person will be identified and authorised by head of the college/chairman of an institute.

**II. Individual consultancy:** A consultancy or undertaken by an individual staff member in his individual capacity.

**III. Technical assistance:** Providing routine analysis, technical data/information, instrumental needs which does not require any interpretation or results.

**IV. Any other:** Any other activity undertaken by staff which fetch the earning and ultimately constitutes the consultancy.

## Objectives

The objectives of the consultancy policy of the college are –

- ◆ To accelerate the involvement of the faculty, administrative staff and students of an institute in consultancy services using their expertise, knowledge and skills.
- ◆ To generate additional funds for an institute and the staff members.
- ◆ To offer an opportunity to staff to work in diverse team
- ◆ To develop and strengthen the relations of the institute with the industry and other organizations

## Guiding Principles

Institute believe in overall development of their stake holders and encourages employees and students to extend their knowledge/expertise/skills/technical services to develop linkages through consultancy. While engaging in consultancy activities as every individual has to follow the guidelines given below

- ◆ A request for consultancy service shall be received by the head of the institution which will be delegated to the competent staff of the institute.
- ◆ In case of individual consultancy, work will be undertaken with the prior permission of the head of the institute.
- ◆ Any individual staff, if engaged in any kind of consultancy has to declare it to the institute with the proposal, detailed work plan including budget.
- ◆ The consultancy work will not affect the academic and other day-to-day duties of the institute.
- ◆ The consultancy will not have any conflict of interest with the policy of the institute and if any will be resolved appropriately.
- ◆ The consultant will avoid conflict of interest while discharging contractual obligations and if any will be disclosed to the institute and resolved appropriately.
- ◆ The consultant will be responsible, personally and accountable for the terms and conditions of the contract of consultancy.
- ◆ The institute will to provide conducive environment for consultancy by permitting training, on-duty visits and meetings for discussions related to consultancy work.
- ◆ The institute will allow the use of its infrastructure/ facilities/ learning resources and training if required for the consultancy work
- ◆ Institutional facilities will be available to use with prior permission of the concerned authority only if the valid documents related consultancy will be submitted to head of institution.

- ◆ It is mandatory to the consultant staff to accept by the revenue sharing criteria mentioned in the policy.
- ◆ Approval from the head of the institution is mandatory to use the name of the institute for such activity.
- ◆ Wherever required, a MoU must be signed between the client and the institute related to consultancy service. The copy of the MOU shall be submitted to the administrative office
- ◆ It will be the responsibility of the consultant to adhere to time schedules, terms and conditions in agreements, confidentiality, IPR issues and resolution of the disputes. For the non-compliance, the institute will not be responsible in such cases.
- ◆ In case of group consultancy, the group members will designate authority to the Principal consultant who will monitor and report all the activities under consultancy work. The benefits out of consultancy will be distributed according to their share in consultancy as per the provision of the agreement and declared to the head of institution.
- ◆ Prior permission of the head of the department/ the institute is mandatory to involve students in consultancy activity will need
- ◆ Fairness as well as, transparency must be followed in consultancy work and consultant must ensure that no unfair advantage is derived.
- ◆ The consultant must maintain the confidentiality and do not reveal any data/outputs/results/information of consultancy work unnecessarily.
- ◆ Though this policy promotes engagement of staff in consultancy activities, the head of the institute has a right to cancel the permission for consultancy in case of ambiguity/misconduct/falsification of data/plagiarism or any other issue which leads to invalidate the objective of the contract of consultancy.
- ◆ All the work, related to consultancy must adhere to the ethical guidelines in the Ethics Policy of the institute.

- ◆ In case of any legal dispute between the consultant and the client, consultant will be held responsible personally for losses incurred or damage caused by the client.
- ◆ Participation in examination duties, guest/expert lectures, various selection Committees and memberships will not constitute as consultancy services

### **Policy for Revenue Sharing in Consultancy Services**

Consultancy work is expected to generate revenue for both to the institution and the staff has undertaken the consultancy.

The sharing criteria for the revenue generated out of Consultancy Services is as follows

Sr. No	Particulars	Amount in %		
		Institution	Employee	Supporting staff (if any)
1.	Consultancy utilizing college premises/ equipments/ research facilities	30	60	10
	If supporting staff is not required	30	70	--
2.	Consultancy service using personal expertise of an employee (if no infrastructure of the institute is used)	10	80	10
	If supporting staff is not required	10	90	--

It is compulsory to the consultant to submit details of requirements/expenses to the head of the institute for approval.

The amount accumulated from the share of the institution shall be utilized for strengthening of learning resources, innovative and best practices in the areas of concern of the institution.



## **IPR**

Any intellectual property / commercial venture arising from the consultancy work will be governed by the Intellectual Property Rights Policy.

## **Publications**

Any publication related to consultancy work shall include affiliation of the institute and acknowledgment for providing facilities.

## **Collaboration and Consultancy Committee**

Consultancy activities will be monitored through collaboration and consultancy committee. All the grievances related to consultancy will be handled by committee and the Principal of the college.

## **Initiation of Consultancy Proposal**

Consultancy is normally initiated by the head of institution after receiving request/inquiry from the client. Head of the institution after discussion with concerned committee will identify the staff of the college having specified skill/expertise to pursue of consultancy. The principal consultant and associated staff will made aware about the terms and conditions of the contract and expectations of the client. After fulfilment of the required criteria the principal consultant will submit detailed proposal of the work to the head of the institution.


In case of individual consultancy, the principal consultant must apply with permission letter from the client and prescribed undertaking to the head of the institution. After approval, the principal consultant will submit detailed proposal of the work. In case of individual consultancy, the principal consultant is solely responsible for the terms and conditions of the contract.

## References

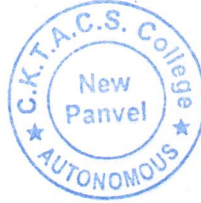
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Lucknow

  
**Prof. (Dr.) S. K. Patil**

Principal and  
Member Secretary,  
College Development Committee  
Changu Kana Thakur Arts, Commerce and  
Science College, New Panvel (Autonomous)

  
**Hon. Shri Ramsheth Thakur**  
Chairman

Janardan Bhagat Shikshan Prasarak Sanstha,  
Panvel  
and  
Chairman, College Development Committee  
Changu Kana Thakur Arts, commerce and  
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