

SXCS/P-9

## Consultancy Policy

The Colleges recognizes consultancy as an effective way to disseminate knowledge and make a direct impact on society. It is also considered as an important avenue to augment mobilization of resources. The consultancy avenue encourages and facilitates the faculty members to apply their knowledge inputs as sought by industry, government agencies and other research organizations. It becomes a platform for the promotion of academic, industry and research interactions. College believes that the interaction of the faculty members with industry, business, government and other activities and institutions of the society is an enriching experience.

### Scope of the policy

The consultancy policy usage applies to all research and non-research consultancies of the institution and private independent consultancy approved by the Research Centre. While consultancy is encouraged, it could be reserved to instances where the said activity: -

- is disclosed to the institution
- does not interfere with the full-time obligations of the faculty member
- adequate balance of traditional roles of academic endeavors and consultancy is expected to be managed with the interest of the institution duly protected
- does not involve conflict of interest
- complies with relevant rules and regulations of the institution

### Purpose of the policy

This policy states the provisions, defines guidelines and institutional procedures for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the institutions' strategic and operational objectives. It provides provisions for the costs which are sustainable. It applies to all academic and administrative staff members of the institution.

The policy is developed to ensure that there is a fair balance between the benefits drawn from consultancy by its faculty members and the institution's expected obligatory duties, and to prevent any conflict of interest or liability that may arise due to embarking on such activities. The policy also aims to capture consultancy activities as indicators of the institution's impact on local community.

### Policy Guidelines

- All the consultancy services are related strictly to the SXCS faculty members abiding by the rules and regulations put forth by the XAVIERS RANCHI.
- All SXCS faculty members are recommended to involve the Research Centre in the consultancy process, approval, reports, income distribution as early as possible so that any issues could be highlighted and resolved/mitigated.
- Original copies of consultancy documentation must be submitted to the Research Centre for records and processing finance related matters.
- All SXCS faculty members are expected to devote their regular working time in fulfilling the mission of the institution as their primary employer. Hence consultancy work should not impact the normal and expected duties, responsibilities of the faculty member or consultant.
- Staff members are permitted to undertake up to 30 working days consultancy activities per academic year with the approval of the Principal. Consultancy days are NOT cumulative and should not affect the teaching schedule.

- In some cases, the SXCS faculty members may be authorized to undertake further consultancy work beyond 30 days but this must be discussed and approved by the Principal on a case-by-case basis.
- SXCS faculty members are encouraged to undertake consultancy
- and similar work, provided such commitments does not clash with the interests of the institution.
- All SXCS faculty members are expected to take prior written approval from the Authorizer.
- Consultancy activities that require the institutional resources should include a contingency for reimbursement endorsed by the Authorizer.
- SXCS faculty members should ensure that the consultancy agreement is a written and signed contract between the client and the faculty member without stating or implying that the institution has any responsibility or liability related to the faculty member's consultancy activities.
- The SXCS faculty member consultant is fully responsible for all aspects of the agreement including conduct of any assistant personnel required as well as unauthorized use of institution's equipment or resources.
- SXC faculty members must ensure before the consultancy contract agreement is signed that the agreement will not involve any conflict of interest, misuse of institutions' name, resources, intellectual property, and confidential information related to the institution.
- SXCS faculty members shall not become an independent consultant to any parties or projects or activities that are covered by agreements between SXCS and another organization involved in the agreement.
- Involvement of other faculty members, students, or employees of SXCS in the consultancy activities is subject to written approval by the Authorizer

- The SXCS faculty members have an obligation to report fully the
- consultation activities and its outcomes to the institution for records and information purpose.
- The institution is not responsible for the performance or results of the consultation undertaken by SXCS faculty member.
- The institution does not have the freedom of publication of the results of the consultancy, and it rests with the SXCS faculty member.
- The institution will ensure that the profile of the staff members who are interested in consultancy work would be shared in institutional website.

### **Consultancy Approval Process**

The SXCS faculty members, interested in consultancy services should obtain written approval after initiating the consultancy proposal from the Authorizer before engaging in any consultancy activities.

### **Procedure**

- SXCS faculty member submits the consultancy proposal to the Principal in which he/she is involved, informing the intent to engage in consultancy activity.
- The maximum number of days permissible for consultancy work is one day or half day per week as decided between the Principal/Registrar, Head of the Department and the SXCS faculty member consultant for the proposed work.
- The Head of the Department shall forward the consultancy request to the Principal/Registrar with recommendations, comments and consultancy days agreed upon.
- The Authorizer shall approve or disapprove the request of the SXC faculty member consultant.
- The decision to accept a proposal is not automatic and relevant factors will be considered in the decision-making.

- If approved, the SXCS faculty member consultant shall be free to engage in the disclosed activity within the parameters defined by this policy.

### Costing and Pricing of Consultancy Activity

- The Consultancy policy should be recorded in writing using a proposal form showing daily rates for consultancy which should not be below the rate earmarked by SXCS as deemed right, time to time.
- The proposal form should be signed by the SXCS faculty member consultant showing the net income after deducting the institution's share and direct costs.
- A copy of the finalized approved proposal should be sent to the Research Centre. The Research Centre will record such information and arrange for appropriate information to finance head to facilitate the accounting records.
- Staff member consultant has no constrained base amount for accepting the project i.e., the starting price for accepting the consultancy project.

### Income Distribution

- The institution's cost should be mentioned in the proposal form. It will be taken from the amount received towards consultancy. Any distribution of money among consultants will happen afterwards.
- The standard income distribution model is based on the income per consultancy agreement per financial year.

Income	Employee	Institution
Upto to Rs. 10, 000	100%	0%
Over Rs. 10,000	80%	20%

- For income of more than 1, 00,000 INR the MOU between staff

member, client and the institution shall be developed with regard to distribution of the amount.

- If there is a team of faculty members in one consultancy project, then the income generated (minus the institutional reimbursement) will be divided amongst the team members based on prior agreed percentage mentioned in the proposal done in consultation with the Head of the Institution.

The staff member who acts as consultant should send quarterly reports to the Research Centre for consultancy that spans 10 months or above in a financial year.