



# St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

## Consultancy Policy

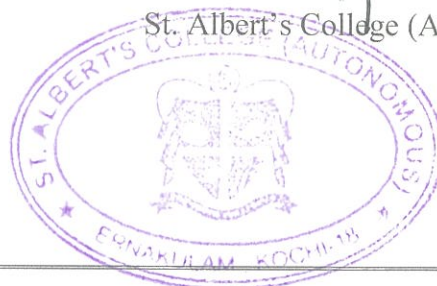
Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Management

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Approved by:  
Chairman

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## Consultancy Policy

### Introduction

Consultancy is well recognised as an effective way for academia to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the College must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institution's strategic, operational objectives, and where the costs are sustainable.

St. Albert's College (Autonomous) is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organisations.

### The Policy

All consultancies described in this Policy are governed by the following guiding principles:

- (a) There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with the policies, functions, objectives or interests of the College or damage the College's reputation.
- (c) At a minimum, the salary and on-cost charges set by the College must be applied to all project budgets. All Consultancies are required to include overheads.
- (d) Staff members shall not undertake external research activities where no formal agreement has been authorised by the College unless they are on leave without pay, approved by the Principal and Manager. Such faculty may not use their college affiliation or academic title when providing research services which are not approved by the College.

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### **Research Consultancy**

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

### **Other Consultancies**

Other Consultancies include non-research activities performed under contract for a third party. Other Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, opinion surveys etc., the provision of professional services such as designing, legal and academic advice/delivery undertaken by members of faculty and staff.

### **Private Consultancy**

In principle, a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by the Manager and the Principal. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties or obligations to the College. None of the benefits set out for College Consultancy are available to faculty and staff undertaking a Private Consultancy. It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the College who is carrying out the work, and that the College has no responsibility or liability whatsoever in the matter. A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;
- (b) The use of College trademarks such as letterheads, brands etc. or College intellectual property is strictly prohibited in Private Consultancies;
- (c) No College facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy

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- (d) St. Albert's College (Autonomous) is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- (e) The staff member agrees to indemnify St. Albert's College (Autonomous) and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and
- (f) The staff member declares any real or potential conflict of interest to their Manager

### **Staff Entitlements**

- (a) The College allows the staff to engage in Consultancies provided they do not interfere with the discharge of their duties. Consultancies shall be undertaken only with the approval of the Principal and the Manager. No limit is placed on earnings. However there is a limit on the time spent on Consultancy.
- (b) Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval of the Principal and the Manager. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

### **Benefits of College Consultancy**

The College provides the following benefits to staff undertaking Research or Non-research Consultancies:

- (a) Access to the College's financial management processes to support and enable invoices to external organisations for funding and expenditure of project costs.
- (b) Access to the College's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Principal and the Manager.
- (c) Entitlements to use the College's name and reputation, providing it is not brought into disrepute.
- (d) Ability to make reference to their College position and title in connection with the work.

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The College does not extend these benefits to Private Consultancies. Any Consultancy conducted by a faculty or staff member that accesses any of these benefits in the course of undertaking the work will be regarded as a Research or other Consultancy and subject to the conditions of this Policy.

All Consultancies are required to include overheads.

The bills for consultancy have to be issued by the College and the payments have to be directed through the College consultancy account. Any violation of the same would call for penal action.

The revenue generated from the consultancy project will be shared among the member, his/her Department and the College on a 40:30:30 ratio after deducting the overheads and all other expenses met by the College/consultancy work.

If more than one member takes up the consultancy project the 40% amount shall be shared equally.

A consultancy register has to be maintained with particulars regarding the day to day activities concerned with the consultancy.

### **Approval**

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other College policies. Applications to conduct Consultancies are required to be approved by the Principal and the Manager.

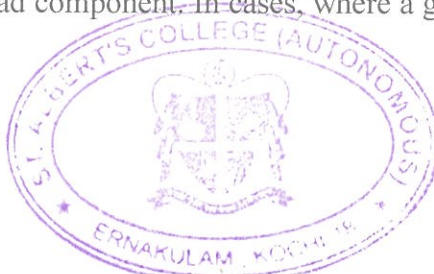
### **Exemptions and Variations**

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Consultancy Application coversheet, and approved by the Manager.

Transfers in from other Institutions in cases where a Consultancy is transferred to the College from another organisation, the overhead will not be taken from the funds where the awarded budget did not include an overhead component. In cases, where a grant is being transferred to

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the College from another organisation and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the College.

When an employee undertaking a consultancy retires, the said consultancy project has to be transferred to a person authorised by the Principal and the Manager.

### **Conflict Of Interest**

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Manager and the Principal for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the College's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- a. financial or non-financial interests;
- b. teaching or course work for another Institution;
- c. work performed for a supplier of goods or services to the College; or
- d. work undertaken with an Organisation to which the College supplies goods or services.

### **Consultancies with Other Tertiary Institutions**

Full-time members of the College staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Principal and the Manager

### **Intellectual Property**

Any intellectual property arising from any Consultancy will be governed by the Intellectual Property Policy of the College.

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