

ST. STEPHEN'S COLLEGE
MALLOOR COLLEGE P.O., PATHANAPURAM
KOLLAM DISTRICT, KERALA STATE - 689 695

POLICY DOCUMENT- CONSULTANCY AND COLLABORATION

1. Preamble

Consultancy and collaboration are important channel through which knowledge and expertise could flow from academic and research institutions to businesses and other external agencies, and it can contribute to the growth, development and productive relationships with these components of society. Consultancy and collaboration activity may be associated with contractual relationships, including research, service contracts *etc.* with government non-government organization in lieu of a fee. The benefit from consultancy and collaboration may get enhanced through professional expertise of the collaborators, and establish long-lasting professional contacts, associations and relationships. All faculty members would have to secure advance approval for collaborative and consulting activities to ensure that the activity is beneficial to the college and are kept within reasonable bounds. The faculty desirous of accepting a consultancy and collaboration work from any external agency should put up the Consultancy and collaborative proposal on a prescribed proforma, the assignment Proposal and details of Agreement and Standard Terms and Conditions of the proposed Contract. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy and collaboration charges being offered with timelines and deliverables, and any other relevant information.


2. Purpose

This policy document is intended to lay down the norms for undertaking consultancy and collaborative work and its facilitation in accordance with the institutions rules and procedures.

3. Definition and scope

Consultancy and collaboration are the work of a professional nature, undertaken by faculties of college in their field of their expertise or sharing infrastructure, for clients




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outside the institution, for which some financial return is obtained. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. It will be governed by short-term contracts while making minimal use of institutional resources. Consultancy and collaborations would be an additional management responsibility for every institution, and would involve extra work for faculties. Consultancy and collaborative services may be offered or bound to Industries, Service Sector, Govt. Departments and other National and International agencies, Non-governmental organizations in niche areas of our or their expertise.

4. Exclusions

This consultancy and collaborative policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of intellectual level of the society at large. Such activities, among others, would be:

- External examiner ship between institutions
- Lectures and conference presentations of faculties
- Editorship of academic journals or the publication of academic articles of both institutions
- Royalties from authorship and publication of books
- Different types of professional arts performances
- Charitable services between institutions
- Any other as decided by the college council

5. Duration

The total time invested for consultancy activities must be less than that which is equivalent to 30 working days per academic year and collaboration activities should be completion proposed activity. Any extension of consultancy work would require prior permission of Head of the institution

6. Approval

All consultancy and collaborative proposals have to be submitted to the principal, through proper channel for prior approval, who will have the right to make the decision to accept or decline the proposal.



7. Conflict of Interest

- a. Engagement in consultancies and collaborations must not create any perceived or actual conflict of interest.
- b. Conflict of interest, if any, must be immediately reported to the head of the institution.
- c. A conflict of interest shall be considered as a case where an faculty engages in consultancy or collaboration at the expense of the interests of college by the principal.

8. Income distribution

- a. If the institution incurs a cost for allowing the consultancy and collaboration, it will be deducted by the institution from gross income
- b. The member/department of institution providing/receiving consultancy and collaboration would be entitled to collect or provide 40% of the net income in case of science related assignments and 30% share to the university.
- c. If the gross income from a consultancy and collaborative activities is below a certain amount in any financial year, then the institution may lower/forego its part and residual income will be retained by the consultancy provider. This amount will be notified by the college and may be revised from time to time.
- d. The income earned by any individual from consultancy and collaboration will be taxable as per government of India rules.
- e. All financial transactions related to consultancy and collaboration will be cashless through bank transfer to/from appropriate institution separate account. The college will make the appropriate payment to the consultancy provider as per rules.

9. Code of conduct


The conduct of the employee(s) during the consultancy and collaborative activities must conform to the prestige and reputation of the institution. The college will be entitled to take disciplinary action against its employee for any misconduct during the process. Original copies of all documents related to all consultancy and collaboration services undertaken by its employee must be in possession of the institution for allowing appropriate processing for financial accounting and audit purposes. The clients receiving consultancy services would not be entitled to use the college name, logo *etc.* in any form without prior permission of the principal.



10. Dispute redressal and Resolution

All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the principal, whose decision will be final and binding. The principal may, at any point of time, call for amendment or revision of this policy document as deemed appropriate. Any violation of the above policy shall be dealt with as per institution rules.




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