



Phone : 04652 - 261473

Fax: 04652 - 260704

HOLY CROSS COLLEGE

(AUTONOMOUS)

(Re-Accredited with 'A' Grade (CGPA3.34) by NAAC)

Nagercoil - 629 004.

Kanyakumari Dt., Tamilnadu

E.mail : holycrossngc@yahoo.com

website:www.holycrossngl.edu.in

POLICY ON CONSULTANCY

The institution values the undertaking of consultancy activity by the faculty. It ensures the institution's mission of involvement in community development.

Some of the do's and don'ts on consultancy are:

- Three different types of consultancy, viz., Individual consultancy, Institutional consultancy and Institutional projects can be undertaken.
- Approval of the Principal and HoD is mandatory to take up consultancy.
- Consultancy not to exceed 20% of the full time obligation as it may be an overload on faculty.
- The revenue generated under Individual and Institutional consultancy is shared with the Institution at a ratio of 60:40 and 50:50 respectively. Research Committee fixes the honorarium for Institutional projects.
- Institution promotes the innovation/ business plan of the students/faculty.

The Institution believes that life is a phenomenon beyond missions, and it has been responsible in unfurling the potential of many lives through its consultancy services.

Dr. Kamil
PRINCIPAL
Holy Cross College
(AUTONOMOUS)
Nagercoil - 629 004.



CONSULTANCY POLICY OF THE INSTITUTION

HOLY CROSS COLLEGE (Autonomous), Nagercoil

An ISO 9001: 2015 Certified Institution

Accredited with A⁺ Grade (CGPA 3.35 – IV Cycle) by NAAC

**Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Tamil Nadu, India**

Policy of Consultancy

The purpose of this policy is to provide a clear framework for the faculty/staff who prefers to engage in consultancy.

Objectives

- To establish a framework to support consultancy activities of the staff members (Professional Services Staff and Technical Staff) of Holy Cross College (Autonomous), Nagercoil.
- To promote academic, industry and research innovation.
- To provide knowledge inputs sought by other academic/ research organisations, industry, government/ non-government agencies.

Definition

Consultancy is a professional work carried out on behalf of a third party utilizing the knowledge and expertise of a member(s) of college staff and the facilities (premises/ equipments - testing of materials/ evaluation of a product/ characterization of a material, analysis of data/ surveys) of the college for a pre decided cost and time.

Consultancy in Higher Education Institutions essentially means 'Knowledge Exchange' and it facilitates developing mutually beneficial relationships with commercial, public and other organizations. It is a practice of sharing the intellectual knowledge, expertise, as an individual staff or a group of staff members using the resources/ facilities/ infrastructure of the institution for offering solutions to the problems (received from collaborating industries/ corporates/ institutions). The consultancy services might include - providing subject specific input/ offering technical assistance, data analysis, policy drafting, theoretical framework, advisory in HR/ healthcare/ business/ finance, making of prototype/ model/ product designing, etc.

Consultation Activities

- Institutions with experience provide their Consultancy Services to the upcoming institutions in terms of teaching-learning methodologies, research projects, infrastructural facilities and in equipping for accreditation.
- Undertake professional advisory role (resource person / trainer / subject expert / reviewer / question paper setter / doctoral committee member / adjudicator / strategic planner / advisor etc.) acting for any outside organization/company/public corporation.
- Undertake the development of a product or evaluation of a product/process/services for any outside organization/company/public corporation.
- Conduct of any special courses/ training/ workshops, chairing an organised activity, delivery expert advice/ discourse/ guidance for drafting research proposal and patent for a fee to any outside organisation/ individual.

- Any revenue generated through patents/ copyrights and start-ups by a faculty/ staff/ student as per the IPR and start-up policies of the institution.
- Any revenue generated through Holy Cross Innovation and Incubation Centre (HCIIC) from alumni/external incubatees.

Exclusions

This policy excludes activities that contribute to scholarship or the general dissemination of knowledge, such as:

- External examiner duties (invigilation/ paper valuation)
- Research activities, for which monetary incentives are applicable.
- Teaching related activities within the institution.
- Public service activities.

In case of any ambiguity, the decision taken by the management/ principal will be final.

Guiding Principles

- This policy applies to all faculty and staff of Holy Cross College (Autonomous), Nagercoil. All faculty/ staff members are encouraged to take up consultancy with relevant institutions and corporates to extend their expertise to the other institutions as well as the industrial experts that facilitate knowledge and technology transfer contributing to economic and social enhancement.
- The consultancy may be: (i) Individual consultancy (an individual staff/ a group/ a team of staff members offering consultancy on behalf of the institution), (ii) Institutional consultancy (utilizing college premises/ equipment/ research facilities), (iii) Projects, (iv) HCIIC
- Institution promotes the innovation/ business plan of the students/faculty as per the Startup Policy of the institution.
- The college management provides necessary amenities for the consultancy services and the consultancy must not be in conflict with the college and governing employment policies.
- Approval of the Principal and HoD is mandatory to take up consultancy.
- The consultancy services should not interfere in the discharge of primary duties of faculty members of the college. The faculty must ensure that the consultancy work does not create a conflict of interest with the discharge of their duties. Consultancy not to exceed 20% of the full time obligation as it may be an overload on faculty.
- No limit is placed on earnings. However, there is a limit on the time spent on consultancy.
- The faculty can avail on-duty for industrial visit and meeting Industry Persons for discussions related to consultancy work.

- There should be demonstrable benefit to the institution in terms of revenue, enhanced reputation and in expanding the expertise of the faculty.
- All consultants need to abide by the revenue sharing criteria determined by the college.
- Appropriate Memorandum of Understanding (MoU)/ Memorandum of Agreement (MoA) need to be executed between the college and industries/ corporates/ institutions, seeking consultancy services in the presence of the Principal and the periodical report of the progress of the work must be submitted to the Principal/ HoD.
- A detailed work plan, including the budget needs to be approved by both the partnering institutions prior to the commencement of consultancy. Any deviation from the objectives and terms of reference of consultancy services should be approved by both the institutions. Any difficulty or challenge faced during the course of consultancy should be brought to the immediate knowledge of the college and the partnering institutions/organisation.
- On completion of the consultancy, a report needs to be submitted to the college and the partnering industries/ corporates/ institutions.

Policy for Revenue Sharing in Consultancy Services

Consultancy work is expected to generate revenue both to the institution and its employees. The revenue generated out of Consultancy Services will be shared between the institution and the faculty in the following ratio:

Sl. No.	Particulars	Institution (%)	Individual (%)
1.	Utilizing college premises/ equipment/ research facilities	70	30
2.	Providing service using personal expertise of the faculty	10	90
3.	Projects	10	90
4.	HCIIC	10	90

The revenue generated under Institutional and Individual/ Projects/ HCIIC consultancy is shared with the Institution and Individual at a ratio of 70:30 and 10:90 respectively.

The full consultancy income should be paid into the consultancy account/ cashier (person in charge) of the institution and the share of 30%/ 90% can be withdrawn/ received from the account/ cashier through principal by the individual.

If more than one member takes up the consultancy activity the share of the individual shall be distributed equally.

Publications

Consultancy services from the institution shall be recognized by giving authorship for publications or acknowledging the facilities/ materials used from the institution for the same.

Intellectual Property

- Any intellectual property arising from any Research and Non-Research Consultancies will be governed by the IPR policy of the Institution.

Other Commercial Rules

- College facilities and resources may be used and must be charged in line with the guidelines from the principal, from time to time.
- Meeting related to consultancy work with the organization(s) may be conducted in college premises.
- Tax is applicable for the revenue generated through consultancy work.
- Any faculty/ staff found violating the policy is liable to face disciplinary action

Circumstances under which consulting activity may be permitted

- The organization requiring consultancy services from faculty or the department shall write to the principal indicating the expertise required.
- The principal on receiving the request from the organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.
- If any individuals are approached in person, the Head of the Department should be notified. The HoD will then inform the principal, and a joint decision will be made.
- In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.

Conclusion

The institution is primarily interested in promoting the skill sets of the faculty/ staff as well as the students towards problem solving. The sharing of the revenue is, in order to ensure that the material that is used belongs to the institution or replaced back. This arrangement helps to maintain the integrity of the institution's resources.