



**Deccan Education Society's
Fergusson College (Autonomous) Pune
Research Coordination Committee**

Policy for Consultancy Services

Preamble

Consultancy is an important service by which knowledge and expertise flow from educational institutes to external organisations and social requirements. This led to overall development of institutes and maintains productive relationship with other components of society. Consultancy service in Fergusson College (Autonomous) will be associated with contractual relationships with external organizations in lieu of a fee.

Fergusson College encourages its faculty and staff to engage in consultancy wherever suitable. Fergusson College has taken the initiative to promote consultancy assignments to be accepted by its academic staff to create an ambience where new ideas and research culture will flourish. In addition, contributions towards professional development, innovations are expected through consultancy work.

Purpose

This policy is prepared to undertake consultancy work and its promotion in various departments of college. All consultancy work is executed in spirit of promoting Fergusson College in various ways of interactions for excellence in teaching, research, placement and in generation of funds.

Scope

Consultancy work is purely of professional in nature. It is undertaken by all interested members of an educational institute in their field of expertise to provide service for external agencies as clients. This in turn expects financial returns. Short term contracts are made with external agencies. It is very necessary to develop collaborations and enhance professional expertise of the collaborators, and strengthen professional relationships with external agencies of the society. All faculty members would have to secure advance approval for consulting activities to ensure that the activity is beneficial to the college.

Consultancy services may be offered to industries and other agencies for general studies, technology assessments, psychological advices, designs, environmental management, software development, industrial operations, skill development programmes etc.

Approval of Consultancy Work

Work on a consultancy project shall be undertaken only after prior approval from the Principal. All consultancy proposals must be submitted in writing to the Principal of the

College for final decision. After getting permission from the Principal, then only the work of consultancy can be undertaken by the staff member.

Broad Guidelines

- a) Each project shall be undertaken under standard terms and conditions as decided by College from time to time.
- b) Consultancy services offered will be related with- Expert Advice, Development Projects and Testing Projects.
- c) The staff member desirous of accepting a consultancy work from any external agency should put up the consultancy proposal in prescribed format. All such proposals shall have proof of communication with client, with details of title, scope, and duration of the proposed consultancy work. It should also mention about amount of consultancy charges and timelines for completion.
- d) The total time invested in consultancy activity by the staff member must be less than that which is equivalent to 30 working days per academic year. Such duration of limit should be mentioned in the communication with the Principal. Permission from Principal of the college is must for any type of need based extension in the consultancy work.
- e) In case, the client approaches the Principal directly, it would be discretion of Principal to assign the work to the staff member or the department, depending upon the type of work to be carried out, based on areas of expertise and existing commitments.
- f) The charges for any assignment are normally payable in advance while for larger works; scheduled payment may be accepted as per stages of completion.
- g) Consultancy work will be taken up by the College faculty and research staff provided they do not have adverse impact on the primary functions and officially assigned regular duties.
- h) Office of Fergusson College will provide necessary administrative support.
- i) All expenses for a consulting project, including the college charges and the service tax, must be covered by the sponsoring agency.
- j) Purchases and travel for the consultancy project shall follow the existing college purchase and travel guidelines.
- k) Students who are willing to work on consultancy projects may be permitted, with prior permission of the Principal of the College. Students may be compensated by suitable honoraria for the tasks assigned.

Conflict of Interest

A conflict of interest shall be considered where an employee engages in consultancy at the expense of the college for personal benefits. All staff members engaged in consultancy work should not create any type of conflict of interest. The services offered shall be along the lines of 'professional basis' and demand ethical necessities.

Sharing of Income

The staff member or group of the staff providing consultancy would be entitled to retain 70% of the share while college will retain 30% of the net income. The income earned by any staff

member from consultancy will be taxable as per rules. All financial transactions related to consultancy will be carried out through online ways. The college will make appropriate payment to concerned staff member after completion of work undertaken and after obtaining such kind of communication from the client.

General Conduct

Staff members must submit original documents related to consultancy work towards college for financial accounting purposes. The conduct of the employee during consultancy work must conform to the reputation of college. The clients should not use college name, logo etc. in any form without permission of the Principal.

Solution of Disputes

All cases of lack of clarity on any must be reported to the Principal, whose decision shall be final and binding. Any violation of the above policy shall be dealt with as per existing rules and regulations of College.

The Principal in consultation with Research Coordination Committee (RCC) may call for revision of this policy document as deemed appropriate.

Exclusions

This consultancy policy does not apply for research grants, scholarships or general dissemination of knowledge in society at large and other areas as decided by the Research Coordination Committee (RCC) of the College.

SOP for Consultancy Services:

Sr. No	Activity	Responsibility
1	The staff member desirous of accepting a consultancy work from any external agency should put up the consultancy proposal in prescribed format	Staff member
2	The consultancy proposals shall have proof of communication with client, with details of title, scope, and duration of the proposed consultancy work.	Staff member and Client
3	It should also mention about amount of consultancy charges and timelines for completion.	Staff member
4	Permission from Principal of the college is must for any type of need based extension in the consultancy work.	Principal
5	If the client approaches the Principal directly, it would be discretion of Principal to assign the work to the staff member or the department, depending upon the type of work to be carried out, based on areas of expertise and existing commitments.	Principal

6	The charges for any assignment are normally payable in advance while for larger works; scheduled payment may be accepted as per stages of completion.	Company
7	Consultancy work will be taken up by the College faculty and research staff provided they do not have adverse impact on the primary functions and officially assigned regular duties.	College Faculty/Research Staff
8	Office of Fergusson College will provide necessary administrative support.	Office Staff
9	All expenses for a consulting project, including the college charges and the service tax, must be covered by the sponsoring agency.	sponsoring agency
10	Purchases and travel for the consultancy project shall follow the existing college purchase and travel guidelines.	Staff Member
11	Students who are willing to work on consultancy projects may be permitted, with prior permission of the Principal of the College. Students may be compensated by suitable honoraria for the tasks assigned.	Principal

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