

HOLY CROSS COLLEGE (Autonomous)

Nagercoil - 629 004, Tamil Nadu, India

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Accredited with A⁺ Grade (CGPA 3.35 - 4th Cycle) by NAAC

An ISO 9001:2015 Certified Institution



CONSULTANCY POLICY

Policy of Consultancy

The purpose of this policy is to provide a clear framework for the faculty/staff who involve 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 and research organisations, industry, government and non-government agencies.

Definition

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

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 and the like of 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

- Providing guidance and expertise in designing reviewing and updating curricula to align with educational standards, industry requirements and emerging trends.
- Offering workshops, seminars and customised training programmes for educators to enhance teaching skills, cleanroom management techniques and use of instructional technology.
- Developing assessment tools, conducting evaluations, and providing feedback to improve instructional effectiveness, student- learning outcomes and programme quality.
- 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 / adjudicator / strategic planner / advisor etc.) 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 special courses/ training/ workshops, chairing an organised activity, delivery of expert advice/ discourse/ guidance for drafting research proposal and patent for a fee to any outside organisation/ individual.
- All revenue generating activities through patents/ copyrights and start-ups by a faculty/ staff/ student as per the IPR and start-up policies of the institution.
- Any revenue generating activities 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 question paper setter/ doctoral committee member
- 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 corporate entities to extend their expertise facilitating knowledge and technology transfer contributing to economic and social development.
- 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
- The Institution strives to promote all the innovation/ business plans 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 governing employment policies of the College.
- 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 to the college. Consultancy shall not exceed 20% of the full time obligation of faculty as it may be overburdening on them.
- 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 visits and meetings with the Industry people for discussions related to consultancy work.
- There must 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 periodical reports 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/organisations.
- 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 for 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.

Total of the consultancy income should be paid into the consultancy account/ cashier (person in charge) of the institution and the share of 30% or 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

Those who provide consultancy services from the institution shall be recognized by giving authorship for publications and acknowledgement for the facilities/ materials used from the institution for the same shall also be cited.

Intellectual Property

- Any intellectual property accruing 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 fee for the same changed in line with the guidelines from the Principal, from time to time.
- Meetings related to consultancy work with the organization(s) can be conducted in college premises.
- Applicable tax should be remitted 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 such request from the organization shall inform the same 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.
- While considering whether or not permission will be given for consulting activities, 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 revenue sharing from consultancy is for utilizing the equipments of the institution and to replace materials consumed. This arrangement helps to maintain the integrity of the institution's resources.



PRINCIPAL
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