

Consultancy Policy



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0		Issued for Implementation
Rev.	Date	Description
	22/07/2024	Consultancy Policy

1. Introduction

Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur recognizes the importance of consultancy services in fostering innovation, enhancing the academic environment, and contributing to the community and industry. This policy outlines the framework within which consultancy services are to be conducted, ensuring that they align with the College's mission, values, and strategic objectives.

2. Purpose and Scope

The purpose of this Consultancy Policy is to:

- Provide a clear framework for conducting consultancy activities.
- Encourage faculty and staff to engage in consultancy work.
- Ensure that consultancy services contribute positively to the College's academic and research environment.
- Establish procedures for the management, approval, and conduct of consultancy activities.
- Define the financial and administrative aspects related to consultancy work.

This policy applies to all faculty members, administrative staff, and any other employees of the College involved in consultancy activities.

3. Definition of Consultancy

Consultancy is defined as the provision of expert advice, services, and solutions by the College's staff to external organizations, individuals, or entities. This can include, but is not limited to, research and development projects, technical advice, expert analysis, training, and the development of methodologies or products.

4. Principles Governing Consultancy

Consultancy activities at the College shall be governed by the following principles:

- **Academic Integrity:** All consultancy work should uphold the highest standards of academic integrity and ethics.
- **Transparency:** The consultancy process should be transparent, with clear documentation and approval procedures.
- **Quality:** Consultancy services should reflect the expertise and quality associated with the College.
- **Conflict of Interest:** Potential conflicts of interest must be disclosed and managed appropriately.
- **Intellectual Property:** Intellectual property rights arising from consultancy work should be clearly defined and agreed upon.

5. Approval and Management of Consultancy

5.1 Approval Process

- a. **Proposal Submission:** Faculty or staff members intending to undertake consultancy work must submit a detailed proposal to the Consultancy Committee. The proposal should include the scope of work, objectives, timelines, deliverables, budget, and any potential conflicts of interest.
- b. **Review:** The Consultancy Committee will review the proposal to ensure it aligns with the College's objectives, does not interfere with the individual's primary responsibilities, and adheres to ethical standards.
- c. **Approval:** Upon satisfactory review, the proposal will be approved by the Principal or an authorized delegate. Approval will be communicated in writing, outlining the terms and conditions.

5.2 Consultancy Committee

The Consultancy Committee shall consist of:

- The Principal (Chair)
- Heads of Departments
- Accountant
- A representative from the Legal Department

The Committee is responsible for reviewing proposals, monitoring ongoing consultancy projects, and ensuring compliance with the policy.

6. Financial Aspects

6.1 Pricing and Fees

The pricing of consultancy services should reflect the market rates and the expertise provided. The following factors should be considered:

- Nature and complexity of the work
- Time and resources required
- Benchmark rates for similar services

6.2 Revenue Distribution

Revenue generated from consultancy activities will be distributed as follows:

- **Consultant(s):** 80%
- **College Overheads:** 20%

6.3 Financial Management

All financial transactions related to consultancy work must be processed through the College's Finance Department. Consultants must maintain accurate records of time spent and expenses incurred, which will be subject to audit.

7. Legal and Contractual Aspects

7.1 Contracts

All consultancy engagements must be formalized through a written contract between the College and the client. The contract should outline:

- Scope of work
- Deliverables and timelines
- Fees and payment terms
- Confidentiality clauses
- Intellectual property rights
- Termination conditions

7.2 Intellectual Property

Ownership of intellectual property resulting from consultancy work should be clearly defined in the contract. Generally, intellectual property rights will be shared between the College and the client unless otherwise agreed.

7.3 Liability and Indemnity

The College will not assume liability for any losses or damages resulting from consultancy work. Consultants must ensure that appropriate indemnity clauses are included in contracts to protect the College's interests.

8. Conduct and Performance

8.1 Ethical Standards

Consultants are expected to maintain high ethical standards, ensuring that consultancy work is conducted with honesty, integrity, and professionalism.

8.2 Conflict of Interest

Consultants must disclose any potential conflicts of interest to the Consultancy Committee. Failure to disclose conflicts of interest may result in disciplinary action.

8.3 Confidentiality

Consultants must maintain the confidentiality of all information obtained during consultancy work. Confidential information should not be disclosed to third parties without the client's consent.

9. Monitoring and Reporting

9.1 Progress Reports

Consultants are required to submit periodic progress reports to the Consultancy Committee. These reports should outline:

- Work completed to date
- Any issues or challenges encountered
- Adjustments to the original plan, if necessary

9.2 Final Report

Upon completion of the consultancy project, a final report must be submitted to the Consultancy Committee, detailing:

- Outcomes and deliverables
- Client feedback
- Financial summary

- Lessons learned

10. Dispute Resolution

In the event of a dispute between the consultant and the client, the following procedure will be followed:

- Initial Resolution:** The consultant should attempt to resolve the dispute directly with the client through discussion and negotiation.
- Mediation:** If the dispute cannot be resolved, it will be referred to the Consultancy Committee for mediation.
- Arbitration:** If mediation fails, the dispute will be resolved through arbitration, as outlined in the consultancy contract.

11. Professional Development and Recognition

11.1 Training and Support

The College will provide training and support to faculty and staff to enhance their consultancy skills. This may include workshops, seminars, and access to resources.

11.2 Recognition

Outstanding consultancy work will be recognized and rewarded through the College's annual awards and recognition program.

12. Policy Review and Amendment

This Consultancy Policy will be reviewed annually by the Consultancy Committee to ensure it remains relevant and effective. Amendments to the policy will be approved by the Principal and communicated to all stakeholders.

13. Conclusion

The College is committed to promoting and supporting consultancy activities as a means of fostering innovation, enhancing academic excellence, and contributing to the community and industry. This policy provides a comprehensive framework for the effective management and conduct of consultancy services, ensuring they are aligned with the College's mission and values.

By encouraging faculty and staff to engage in consultancy work, the College aims to create a dynamic and collaborative environment that benefits both the institution and the wider society.

Approved by



Principal