

**B
M
C**



**BHARATA MATA
COLLEGE
THRIKKAKARA**

Affiliated to MG University, Re-accredited by NAAC with 'A+' Grade, ISO 9001-2015 Certified



CONSULTANCY POLICY

PREAMBLE

Bharata Mata College believes that higher educational institutions have a role in the growth and development of the local community and thereby in the nation building process. Educational institutions play a vital role in strengthening institutions, industries and governmental organizations by dissemination of appropriate information, knowledge and technology possessed or developed by its staff. Consultancy is an important channel through which knowledge and expertise could flow from college to local businesses and other external agencies, and it can contribute to the growth, development and productive relationships with these components of society. Consultancy activity in Bharata Mata College may be associated with contractual relationships, including research, service contracts etc. with government non-government organization in lieu of a fee.

Objective of encouraging consultancy and professional activity is to help improve management systems in work organisations and thus acquire valuable insights in knowledge application and problems solving. These insights acquired by the faculty are the greatest asset for them to improve their class room engagements, designing new training programmes and publish research articles. The college, therefore, encourages its faculty and staff to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the college and without creating conflict of interest. In order to administer the consultancy practice and ensure equity, the following guidelines are prepared and published.

CONTENTS

SL. NO	SECTION	PARTICULARS	PAGE NO
1	1	Introduction	1
2	2	Purpose	1
3	3	Consultancy – Meaning and Scope	1
4	3.1	Definition	2
5	3.2	The Essential Features of Consultancy	2
6	3.3	Consultation Activities	3
7	3.4	Exclusions	3
8	4	Objectives of the Research & Consultancy Cell	4
9	5.	Eligibility	4
10	6	Approval of Consultancy Activity	5
11	7	Key Responsibilities	6
12	8	Income Sharing Policy	7
13	9	Code of Conduct	8
14	10	Dispute Redressal and Resolution	9
15	11	Disclaimer	9
16	Appendix	Consultancy Approval Form	10-11

1 INTRODUCTION

Bharata Mata College (BMC) is a nationally accredited first grade arts, science and management co-educational institution of higher learning in the aided sector, under Bharata Mata Educational Trust owned and managed by the Archdiocese of Ernakulam-Angamaly. Established in 1965 by His Eminence the late Joseph Cardinal Parecattil, the college is affiliated to the Mahatma Gandhi University, Kottayam. The college was included under section 2 (f) and 12 (b) of UGC Act 1956 in 1976 and accredited at the A+ level by NAAC in 2019.

The community comprises around 2600 students, 118 teachers and 36 members of the non-teaching staff. The dedication of the management and the community, combined with excellent infrastructural and teaching facilities help maintain high Standards in curricular and co-curricular spheres of the institution.

The road to excellence is an uphill task that calls for a consolidated effort by all the stake holders of the institution, comprising of the management, staff, parents, alumni and the local community. Together they create a conducive atmosphere that ensures all round development of the students in particular and the community and society in general, elevating Bharata Mata College into greater and nobler heights and setting new benchmarks for excellence.

The college has a vision to provide research driven environment and facilities to the students and faculty in the college. The College recognises the value of its staff undertaking consultancy for outside bodies. This document draws policy guidelines with regard to consultancy activities of faculty members.

2 PURPOSE

This policy is intended to provide the information required to undertake consultancy work in accordance with the approved procedures of Bharata Mata College, Thrikkakara.

The objective of Consultancy Policy is to promote academic, industry and research interaction and to encourage and facilitate faculty to provide knowledge inputs sought by industry, government agencies or other academic / research organizations. Consultancy is well recognized as an effective way for educational institutions to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the college must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the college's strategic and operational objectives and the costs are sustainable.

The influence of higher educational capital on society is predominant and the availability of this capital is prerequisite for development. Over the years, globally there is an increased focus on this capital, which spurs innovation, invention, critical thinking and a source of knowledge base for the society. The higher educational institutions are the nurturers of this capital, the fame and recognition of these learning centres rests on its high-quality research, experiments, and other academic endeavours.

3.1 Definition

Consultancy is professional work carried out on behalf of a third party utilising the knowledge and expertise of a member(s) of College staff and, in some cases, the equipment and facilities of the University. Consultant means a member of staff engaged in the provision of Consultancy College -; Bharata Mata College, Thrikkakara.

BMC uses a broad definition of consultancy which includes the provision of expert advice, analysis and interpretation, which draws upon and applies the expertise and knowledge of members of its faculty.

BMC: Bharata Mata College, Thrikkakara

Consultancy Contracts are thus usually short-term, from a day to a few months, and involve extra work for faculty members outside the institution.

3.2 The Essential Features of Consultancy are:

- a. Consultancy is work of a professional nature, undertaken by the faculty members in their field of expertise, for clients outside the institution, for which some financial return is provided.
- b. There should be demonstrable benefit to the college from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- c. The Consultancy must not be in conflict with the college policies including those governing employment; such as the Code of Conduct Policy.

- d. The Consultancy must not be in conflict with the functions, objectives or interests of the college or damage the college's reputation.
- e. Unlike research it does not have as a prime purpose the generation of new knowledge.
- f. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client
- g. It tends to be governed by short-term contracts, makes minimal use of college resources and involves extra work for existing faculty members rather than the employment of new staff.

3.3 Consultation Activities:

Following activities will fall under the consultancy

- a. Development of a product/part of product or services for any individual industry or organization external to the college shall fall under consultancy where one or more staff works for such development for a pre agreed cost and period.
- b. Modification, augmentation or alteration of any product or process or services where one or more staff extend their active participation for such job.
- c. Any kind of professional advice given by one or more staff to external organization/firm/individual for a pre decided cost and time.
- d. Any research work undertaken by one or more staff for any external individual or organization to develop product or process or services.
- e. Conduct of any special courses, chairing/participation in organized activities, delivery expert advice/discourse for a fee to any outside organization/individual.
- f. Any royalty of fees received for any Intellectual Property by a staff and any fees received from outside.
- g. Case study or data survey for any organization, trust or NGO

3.4 Exclusions

This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:

- a. Authorship of, or royalties from, the publication of books
- b. External examiner duties
- c. Study tours and conference presentations or participation
- d. Editorship of academic journals or the publication of academic articles
- e. Professional arts performances
- f. Any other research activities mentioned under research and publication policy for which monetary incentives are applicable
- g. Core teaching or teaching related activities within the institution.
- h. Delivered special lectures, Participation in University councils, College and Public Service Commis-

sion Selection Committees and membership of Board of Directors of Companies are not included in consultancy services.

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

4

OBJECTIVES OF THE RESEARCH & CONSULTANCY CELL

The college has an independent Research & Consultancy Cell in the campus which will provide research and administrative support for the operation of sponsored research, consultancy and other related activities in the college. The primary objective of the cell is to encourage faculty to obtain external funding - the department promotion as well as professional development. Meanwhile, to establish external linkages, the centre boosts for inter-departmental collaboration, to inter-university/institutional partnerships at national and international levels. The secondary objective of the centre is to strengthen the overall research profile of the college which is primary for rankings. The centre is responsible for establishment and promotion of excellence in consultancy, research and development and training activities. It should enhance the quality of research programmes, projects and the research infrastructure in the college.

The cell should collect the information relating to research and development activities- such as call for proposals of individual/collaborative research projects from funding agencies, international/national conference/seminars and the same to be circulated to the concerned departments and to be posted in college website. The centre actively encourages its faculty and other academic staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the college.

5

ELIGIBILITY

Subject to the approval of the relevant Heads of Department, in accordance with the BMC Consultancy Procedures:

5.1 Academic Staff and staff employed to manage and run College equipment and facilities are eligible to undertake Consultancy projects on behalf of the College whether they are contract, temporary or permanent members of staff.

5.2 Professional Services Staff and Technical Staff may undertake Consultancy projects only when part of an academic led team.

5.3 PhD Researchers may undertake Consultancy projects giving them invaluable experience of working as a Consultant on a challenging business issue, and the opportunity to apply their knowledge in the real world. PhD researchers can work alongside their supervisor or directed by colleagues suggested by the supervisor but may not lead a project

The college allows staff to engage in Research, Non-research and/or Private Consultancies provided it do not interfere with the discharge of their normal duties. Consultancies shall be undertaken only with the approval of the designated authority. No limit is placed on earnings. However, there is a limit on the time spent on Consultancy.

Policy permits eligible faculty member to offer their services on a consultancy basis for up to a maximum of 30 days in total through permitted routes in any 12-month period. Nominally 30 days may be interpreted as “30 working days or parts thereof” and does not include consulting done as part of core Faculty activity. However, it is recognised that working within the college environment sometimes may involve weekend or unusual patterns of work. Thus, interpretation of the 30-day rule shall lay with the management whose decision is final.

6

APPROVAL OF CONSULTANCY ACTIVITY

College may receive Consultancy Projects in three ways

- A. An individual faculty, through his stature, contacts and connection gets assignments from outside clients.
- B. The Department collectively promote themselves and get offers of Training, workshops from Government or other outside agencies.
- C. External agencies approach the college with specific consultancy proposal. The approval process is different for different situations.

6.1 In the first case the faculty desirous of accepting a consultancy work from any external agency should discuss it with H.OD and put up the Consultancy Proposal on a prescribed proforma (Consultancy Approval Form), along with the details of Agreement and Standard Terms and Conditions of the proposed Contract to the concerned H.O.D. 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 charges being offered with timelines and deliverables, and any other relevant information. H.O.D can submit the proposal to the Principal with his/her comments. In case the usage of college infrastructure, equipments and other campus facilities

CONSULTANCY POLICY

are needed for successful completion of consultancy the HOD should get the consent of the Manager BMC, before submitting it to the Principal.

6.2 In case of a department receiving a proposal of consultancy from an outside agency, the HOD should nominate a consultant/ a team of consultants based on their skill and proficiency in the field of proposed consultancy assignment. If H.O.D has the expertise to do the consultancy work, H.O.D also has the right to become a consultant. The nominated consultant/team should prepare the Consultancy Approval Form and submit it to the H.O.D. and complete further process as in

6.3 In case the college receives a consultancy proposal The Principal may direct it to the Research and Consultancy Cell. The cell need to identify the consultant/(s) from a department/(s) depending on the expertise required for the proposal. The nominated consultant/team should prepare the Consultancy Approval Form and submit it to the cell and complete further process as in 6.1

7

KEY RESPONSIBILITIES

7.1 The Principal is responsible for ensuring that the implementation and operation of the College Consultancy Policy is in line with the current overall Research & Consultancy Strategy.

7.2 The Manager BMC: When use of college infrastructure, equipments and other campus facilities are needed for consultancy the Principal can approve it only with the consent of the Manager BMC.

7.3 Heads of Departments have authority for the prioritising and objective setting of Consultancy activity within their areas of operational responsibility considering the academic duties of the proposed consultant. HOD's should consider Consultancy activity as part of their research strategies and should use this activity to maximise research impact.

7.4 Dean, Research and Consultancy Cell In cases where research facilities of other departments HOD's should submit the proposal to the Dean, Research and Consultancy cell for further processing.

8

INCOME SHARING POLICY

The College is liable for the actions of its employees during work-related consultancy even if the actions or activities are not covered by an agreement involving the College. The College, therefore, strictly prohibits a faculty member from entering into work-related consultancy arrangements with outside agencies without approval from the College. Any consultancy assignments undertaken by BMC faculty member should follow the following general guidelines:

- a. Any faculty member desirous of undertaking a consultancy assignment should obtain approval from the Manager/Principal, by submitting a proposal to the College
- b. Any training and consultancy assignment taken up by a faculty member during the College working hours has to be reported to the College
- c. The income that the consultancy assignment brings in shall be divided among the faculty member and the College in the ratio of 90:10 depending on the contract between the College and the faculty member.
- d. This division shall be done after the administrative expenses have been deducted from the total remuneration.
- e. If a faculty member is instrumental in bringing in a program or assignment which the College allocates to another faculty member, then 5% of the total value of the assignment shall be paid to the faculty member who brought in the project.
- f. If the assignment comes through the College, then, 5% of the total value of the assignment shall be allocated to the College.
- g. In the case of an assignment where more than one faculty member is involved, there shall be a co-ordinator who either volunteers or is appointed by the principal. The coordinator shall get 5% of the amount after deducting the administrative expenses
- h. If the co-ordinator is also involved in delivering the consultancy assignment, apart from his/her role as co-ordinator, he/she is eligible for his/her share of remuneration in addition to the amount that is distributed to the co-ordinator.
- i. All the members involved in the consulting assignment shall be equally compensated with the remaining amount.
- j. If a faculty member brings the assignment, and also co-ordinates it, he/she shall be eligible for 10% of the amount (5% for bringing the assignment and 5% for co-ordinating the activity)

- k. If it is a training assignment, where other faculty members are included, the amount shall be distributed as per workload and sciority. Such amount shall be counted as part of administrative expenses.
- l. 12 The full consultancy income should be paid into the 'Bharata Mata College Consultancy' Account (A/C No 14690100141953) Federal Bank, Kakkanad Branch(IFC Code FDRL0001469). The faculty member's share of 90% can be withdrawn from the account through Principal.
- m. Consultancy work done by the staff will be entered in the Appraisal Report of the staff and will be given extra weightage in arriving Performance Index.
- n. The income earned by any individual from consultancy will be taxable as per Govt. of India rules

9

CODE OF CONDUCT

- a. The conduct of the employee during the consultancy work must conform to the honour and reputation of the college. The college will be entitled to take disciplinary action against its employee for any misconduct during the consultancy.
- b. Staff should not enter into any contractual arrangements or agreements themselves. This is a requirement of these procedures and is in the professional interests of the member of staff. All Consultancies related agreements or contracts will be between the College and the client. The standard Consultancy Services Agreements supplied by Research & Consultancy Cell should be used in all practicable circumstances where possible. The College can be represented by the Principal or any other person authorised by the Principal can only sign such agreements.
- c. Original copies of all documents related to all consultancy services undertaken by its employee must be in possession of the college for allowing appropriate processing for financial accounting and audit purposes.
- d. The clients receiving consultancy services would not be entitled to use the
- e. College name, logo etc. in any form without prior permission of the Principal.
- f. Engagement in consultancies must not create any perceived or actual conflict of interest, Conflict of interest, if any, must be immediately reported to 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 College rules.

11

DISCLAIMERS

It is the responsibility of each member of staff to familiarise themselves with the Consultancy Policy and Procedures and ensure they comply with its processes and procedures. It is the responsibility of each Consultant to ensure that the College should be properly acknowledged in publications produced out of the results of the Institutional Consultancy and also that a copy of the published work should be submitted to the College. Any disputes arising between the college and clients shall be filed in and settled exclusively by the Courts in Kochi.



**BHARATA MATA COLLEGE, THRIKKAKARA
CONSULTANCY APPROVAL FORM**

Name: (block letters)

Job Title:

Department:

Other Appointments :(eg.warden)

Name and address of organisation/Person for whichwork will be undertaken:

Brief description of the nature of the work and where it will be done:

Period and estimated time required for the work:

Please specify any college facilities to be used:

Name and status of any college staff or students to be employed:

Revenue Details of Project -

Gross Revenue	
Less Expenditures (Anticipated)	
Net Revenue	

Net Revenue Distribution

Particulars	Percentage	Amount
College Share	10	
Resource person	90	

Faculty

Signed..... Date.....

Head of the Department

Signed..... Date.....

or

Dean, Research & Consultancy cell

Signed..... Date.....

Head of the Institution.

Signed..... Date.....

Views of The Manager BMC

Signed..... Date.....



**B
M
C**



BHARATA MATA COLLEGE THRIKKAKARA

Affiliated to MG University, Re-accredited by NAAC with 'A+' Grade, ISO 9001-2015 Certified



Bharata Mata College

Thrikkakara, Kochi-21, Kerala, India

Owned and Managed by the Archdiocese of Ernakulam- Angamaly

Affiliated to MG University, Re-accredited by NAAC with 'A+' Grade, ISO 9001-2015 Certified

Phone : 0484 2425121, +91 82813 03721 Website: www.bharatamatacollege.in