

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC

Mehdipatnam, Hyderabad.



Consultancy and Training Policy



Policy Guidelines for undertaking Training and Consultancy

Preamble

In addition to teaching and research activities, faculty members undertake consultancy, training and practice based commitments to acquire industry exposure and expertise in the real time. This ensures access to industry practices with empirical validation and theoretical up-gradation of knowledge systems in their pursuit of academic excellence.

Consultancy, training and practice activities help faculty members to constantly update relevance and industry applicability of various theoretical concepts and models. These Practice based pedagogies are implemented for teaching various courses in undergraduate and post graduate programs. While such practices could generate additional revenue, though moderate, it can be utilised by both the institution and faculty for meaningful purposes.

It is important to ensure that there is sufficient incentive for individual faculty members to bring such consultancy/training/practice under the formal aegis of the institution. Revenue generated through consultancy activities may be shared in an equitable manner between the college and faculty as additional compensation for the efforts of individual faculty members involved in such activities.

1.0 Definition:

For the purpose of this policy document, consultancy services are defined as

“Academic or professional expertise as value transacted through fees to fulfil the need of any individual client, client organisation or agency against a specified brief activity or project, beyond the regular academic and administrative engagements being carried out at the college as a part of regular employment responsibilities”

2.0 The main objectives of the policy are: Consultancy & training provides to

1. bridge the gap between industry and academia.
2. organize industry interactions, dialogue and impart learning.
3. make strategies for the promotion of synergistic industry for mutual benefit



4. develop methodologies and guidelines for encouraging consultancy and training
5. leverage research for meeting industrial need(s) and
6. generate resources for the institution and self with industry support.

2.1 Consultancy and training shall include

- a. Consultancy/training/practice based activities sought from an individual faculty member based on their individual expertise or reputation by any agency/client/organisation that does not involve the use of any Institutional facilities.
- b. Consultancy/training/expertise formally sought from a School/Centre/Private/Government by any agency/client/organisation either directly or through faculty member(s) to offer any specific academic and/or professional project/residing within the School/Centre of the college with or without involvement and use of college facilities such as administration, space, equipment, computer/library facilities and computer/library/staff etc.


3.0 General Guidelines for Consultancy activities

1. A faculty member may be allowed to allocate time for consultancy, provided that the core academic/ administrative responsibility and schedules of the concerned faculty member are not affected.
2. When accepting the consultancy work, the faculty member shall seek the approval of the head of the institution . in writing mentioning the details as under:
 - i. Name and address of the clients/organisation
 - ii. Title of the consultancy assignment
 - iii. Name of the faculty members and other outside experts who will be involved in the consultancy assignment.
 - iv. A brief description of the project/work to be carried out (can be avoided if confidentiality has to be maintained)
 - v. Proposal with details of income generation, other charges, time lines, payment schedules and other related terms and conditions if any.
- vi. Whether the consultancy assignment will require use of any college



facilities like library/ computer lab/equipment/ administrative staff and their approximate estimation cost(opportunity cost).

- vii. Additionally, An estimate of the fees, expenses and other charges proposed to be recovered from the client under appropriate heads.
3. Mode of payment and sharing of Consultancy Fees
 - a. No revenue sharing if the resource mobilization is less then ₹3,00,000 per project in one academic year.
 - b. In case of revenue generated exceeding ₹3,00,000 per project per annum, sharing to college will be computed on the basis of opportunity cost of the college resources put to use or as specified by the Chief Accounts Officer of the college
 4. In case of Institutional Consultancy involving more than one faculty member, one of the members will be designated as the project head/director/coordinator as the case may be. All matters relating to the project/assignment will be overseen by this faculty and she/he will be accountable for all operational, transactional and financial aspect of the project/assignment.
 5. All actual expenses incurred in connection with the consultancy assignment shall be paid by the client. All DA/TA shall be paid as permissible according to the agreement with the client. These should be stated explicitly in project contracts/agreements with the client/agency. In case of any ambiguity, university norms will be applicable.
 6. All remunerations as fees to be paid to the faculty member and/or external experts to be engaged in project delivery should be clearly stated in the project proposal, either in lump sum or on per unit basis. This information should be shared with the Chief Accounts Officer.
 7. Project based specific guidelines can be formulated as per requirement of the government or non government agency/institution/corporate.


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