



**ST MIRA'S COLLEGE FOR GIRLS, PUNE**

**AUTONOMOUS - AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY**

# **CONSULTANCY POLICY**

**(2021-22)**

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## **1. Introduction:**

St. Mira's college recognizes the value of its staff undertaking consultancy for outside bodies. This work is an important channel through which knowledge and expertise can flow to and from businesses and other external agencies and therefore contributes to the development of a growing and productive relationship with these bodies.

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organizations.

Consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes. Consultancy activity within the St. Mira's college is often associated with other contractual relationships, including research, service contracts and sharing of expertise. This policy is intended to provide the information required to undertake consultancy work in accordance with the St. Mira's college approved procedures.

Note : This policy will be implemented from 2021-22.

### **Guidelines for Consultancy:**

#### **Objective:**

- To establish a framework to support consultancy activities at the St. Mira's College for Girls.

#### **Eligibility:**

- This policy applies to all faculty and staff members of St. Mira's College for Girls.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.

## 2. Definitions and Scope of the Policy:

- **Consultancy:** St. Mira's College for Girls uses a broad definition of what constitutes consultancy. Its essential features are:
  - Consultancy is work of a professional nature, undertaken by the faculty members of St. Mira's College for Girls in their field of expertise, for clients outside the institution, for which some financial return is provided.
  - Unlike research it does not have as a prime purpose the generation of new knowledge.
  - Consultancy will produce some form of contracted output which will be shared by both the parties as per policy norms.
  - All consultancy work shall be approved by the college level committee, identified as Type I or II as below

### (a) Type-I Consultancy Project ( Individual consultancy)

All Consultancy Projects taken up by individual faculty members by their respective expertise in the field.

### (b) Type-II Institutional Consultancy(All Consultancy Projects taken on behalf of the Department / Institute )

Consultancy Projects involving the use of laboratory facilities of the Departments/Institute will be classified as Type-II Consultancy Projects. In this Use of institute space and or equipment ( Lab, equipment, Science equipment, sports equipment, softwares,language lab etc.).

### Steps to follow for Type I and Type II consultancy

- As a part of that consultancy project, an organization requiring consultancy services from faculty or the department shall write to the consultancy committee indicating the expertise required with an application/ mail .
- The consultancy committee on receiving the request from the organization shall inform the Principal and department/faculty concerned. Approval form in prescribed format needs to be submitted.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.
- In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), and the use of institution resources depending on type and nature of consultancy.
- A MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the principal.
- The staff member desirous of accepting consultancy work from any external agency should put up the consultancy proposal in prescribed format. All such proposals shall have proof of communication with the client, with details of title, scope, and duration of the proposed consultancy work. It should also mention the amount of consultancy charges and timelines for completion.

### **3. Recording activity/ Proof or Documents Required :**

All faculty members/Department are required to record their consultancy activity with the Principal Office and consultancy committee.

All fees/charges in connection with consultancy projects should be received in the name of the Principal St. Mira's college for girls, Pune to be deposited in the account of the institute.

- Original copies of the contracts and details as per NAAC parameters must be forwarded to the Principal Office and consultancy committee.
- Attendance Records: Attendance record of the Consultant(s), supporting staff etc. with man-hours spent during the consultancy work.
- Inspection / Site Visit Register: A register to record any site visit by the Consultant(s) be maintained by the Principal Consultant.
- Travel Record Register: To record details of all expenditure incurred on travel.
- Correspondence File: For all correspondence since initiation.
  
- Agreement/Contract File: To maintain complete record of all agreements, contracts, drawings and such documents which may constitute legal requirement.
  
- Each individual faculty /department will give an audited statement as per policy document to consultancy committee

### **4. Excluded from the above definitions:**

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

- Authorship of, or royalties from, the publication of books
- External examiner duties
- Lecture tours and conference presentations or attendance
- Professional arts performances
  
- Consultancy by the sister concern of St. Mira's college or in which a member of staff may have an interest are not included within the Consultancy Project.

College arrangements for the consideration and approval of consultancy activity may vary depending on type and nature of consultancy by individual/department.

## 5. Policy for Revenue Sharing in Consultancy:

St. Mira's College for Girls encourages faculty members to do consultancy service to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact.

Such activities serve to link the institute and its faculty members more closely to the industry. Consultancy work can bring financial benefits both to the institution and its employees. In view of encouragement the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows.

| S. No. | Particulars  | Faculty | Institute |
|--------|--|---------|-----------|
| 1.     | Individual consultancy /Type II - Use of institute space and or equipment ( Lab equipment, Science equipment, sports equipment, softwares,language lab etc.) | 70%     | 30%       |

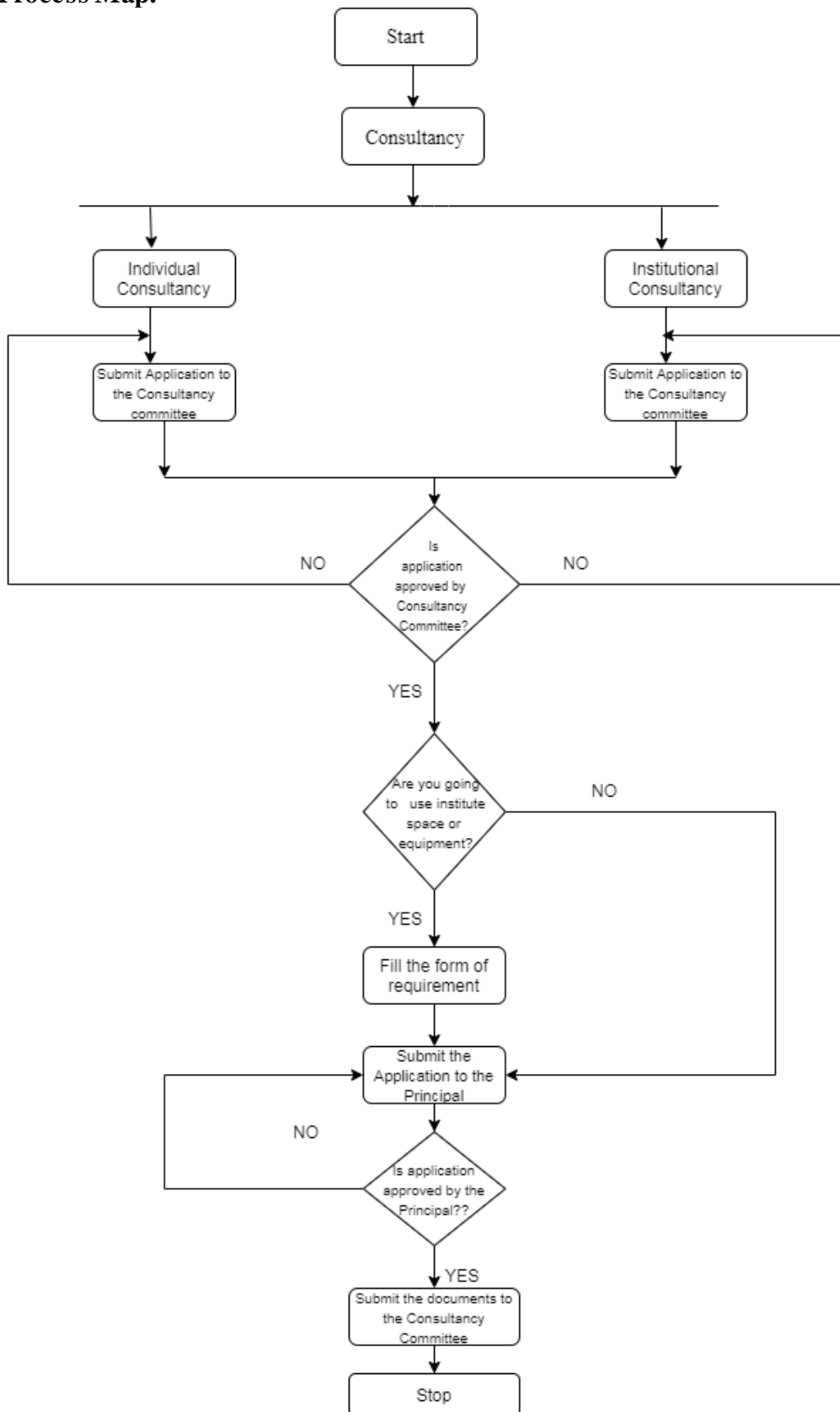
All fees/charges in connection with consultancy projects should be received in the name of the Principal St. Mira's college for girls, Pune to be deposited in the account of the institute.

- Tax is applicable for the revenue generated through consultancy work.
- Meetings related to consultancy work with the organization(s) may be conducted in college premises.
- Each consultancy project will be reviewed by the principal and put forward to the institute depending on the nature of consultancy work.

## 6. Intellectual property Rights (IPR):

College IPR may be used where not in conflict with rights of third parties or any commercialization plan.

**Process Map:**



APPENDIX-I

St. Mira's College for Girls

(Autonomous affiliated to SPPU)

FORM FOR APPROVAL OF CONSULTANCY PROJECT

1. Name of the Department/Office/Branch: \_\_\_\_\_
2. Title of the Consultancy Project: \_\_\_\_\_
3. Consultancy Project Category type I/type II \_\_\_\_\_
4. Duration of the Consultancy Project (YY/MM/DD): \_\_\_\_\_
5. (i) Date of Commencement \_\_\_\_\_
- (ii) Expected Date of Completion \_\_\_\_\_
6. Detailed Project Report(DPR) attached: (YES / NO) \_\_\_\_\_
7. Client's Name and Address: \_\_\_\_\_
8. Type of Client: Private Sector/ Govt. Sector/ Public Sector/Foreign Agency / Others (Please Specify) \_\_\_\_\_
9. Payment to be received in : (FULL / PART) \_\_\_\_\_
10. Whether MoU/ Agreement Signed with Client \_\_\_\_\_
- (Attach, if any)
11. Consent Letter from the Client attached:( YES / NO) \_\_\_\_\_
12. Consent Letter from the Consultant(s) attached: (YES / NO) \_\_\_\_\_
13. In case of Type II consultancy please specify ( Lab equipment,Science equipment, sports equipment, softwares,language lab etc.) \_\_\_\_\_
14. Details of Persons involved in the Consultancy Project:

| Name of Consultant(s) along with Designation & Department/Office/Branch | Brief role | No. of Days | Signature |
|---|------------|-------------|-----------|
|   |            |             |           |
|   |            |             |           |



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Signature of HOD

Signature of Principal

Date:

Date:

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OFFICE

Name of faculty member/ Department - \_\_\_\_\_

Consultancy Project name .: \_\_\_\_\_ Dated:\_\_\_\_\_

Amount received by college \_\_\_\_\_

Amount disbursed to faculty member - \_\_\_\_\_

Audited statement of consultancy project - \_\_\_\_\_

Consultant (s) Certificate

1. Certified that this consultancy assignment shall not clash with my teaching /office work in the department/office or any other official duty at the University.
2. That the interest of my department/office in the University shall not suffer.
3. That the total annual income of all my consultancy work shall not exceed my gross salary for six months in a financial year.

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(Consultant's Signature)

Address (Office)

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Principal  
Dr. Jaya RajGopalan