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## St. Xavier's College (Autonomous), Mumbai

### CONSULTANCY POLICY

#### Introduction

Consultancy is an effective way to engage with industry and it also promotes and enhances the external profile of the faculty thereby creating a mutually beneficial opportunity for the faculty and the College. However, the balance between consultancy and the traditional role of an academic faculty needs to be managed and the interests of the College must be protected. This Policy outlines the manner for conducting consultancy services so as to ensure that the consultancy engagements undertaken by the faculty (permanent and/or non-permanent) are consistent with the College's strategic and operational objectives and the costs are sustainable for the College as well as for the faculty engaging in the consultancy activity.

#### Policy

1. The following principles will have to be adhered to for all consultancy services:
  - a. The consultancy activity should not damage the College's reputation or be in conflict with the policies, functions, objectives or interests of the College.
  - b. No faculty (permanent and/or non-permanent) will engage in a consultancy activity for any political party including an individual who has political ambitions or has expressed his/her political ambitions (or is an MLA/MP or an ex-MLA/MP).
  - c. The faculty should not directly or indirectly get associated with any activity which may be unethical or inappropriate.
  - d. By engaging in the consultancy service there should be substantial benefit to the faculty and the College either through income, enhanced reputation, or expanding the expertise of the faculty.
  - e. No consultancy services can be commenced or remuneration received without a formal duly executed agreement between the faculty and the service recipient.
  - f. There shall be a prior written permission of the Head of Department and the Principal of the College with respect to all consultancy services rendered. For seeking the permission, the respective faculty will have to furnish information as set out in [ANNEXURE A](#) to this policy.
  - g. All faculty shall twice in a year provide a declaration as to the consultancy activity undertaken by them.



## 2. Consultancy

### a. Private Consultancy:

- i. No faculty (permanent or non-permanent) should be engaged in any private consultancy unless it is approved by the Principal and the Head of Department.
- ii. If there is a disagreement on the approval between the Principal and the Head of Department then the Principal's decision shall be final.
- iii. The faculty conducting private consultancy shall ensure that their allocated duties, obligations and responsibilities to the College are not compromised in any manner.
- iv. The College's facilities including but not limited to library resources, power, internet, space, equipment, consumables and telephone facilities, cannot be used by the faculty.
- v. The use of College trademarks such as letterheads, brands, etc., or the College's intellectual property is strictly prohibited in a private consultancy.
- vi. The faculty undertakes that the College will not be bound by the terms and conditions of the agreement/understanding arrived at between the faculty and the service recipient.
- vii. The faculty will indemnify and hold harmless the College management, its trustees, staff (teaching and non-teaching), consultants, agents from and against all actions including but not limited to an action in tort, infringement of intellectual property or breach of contract, claims, loss, damage, costs including attorney's costs, charges, liabilities and demands arising directly or indirectly from or in any respect of the private consultancy activity undertaken by the faculty

### b. College Consultancy:

- i. This consultancy shall include both research consultancy and non-research consultancy, where professional services will be rendered by the faculty (permanent and non-permanent) for a consultancy fee. Non-research consultancy includes, but is not limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys, training, designing modules, and conducting workshops undertaken by the faculty.
- ii. The faculty or a group of faculties engaged in the consultancy work shall once in a month report the progress of the consultancy work to the respective Head of Department. If the consultancy services are rendered with a collaboration of one or more departments that the monthly report will be submitted to the respective Heads of Departments.
- iii. Publication arising from consultancy work shall include the faculty affiliation of the College and the acknowledgement for the facilities used from the College.



- iv. Patents arising from consultancy work, if applicable, shall be jointly published on the name of the authors and the College. If any other intellectual property is generated from the consultancy work, appropriate acknowledgment of the College is to be given.
- v. Research projects funded by the government are not to be considered as consultancy services.
- vi. The faculty will indemnify and hold harmless the College management, its trustees, staff (teaching and non-teaching) not involved in the consultancy, agents from and against all actions including but not limited to an action in tort, infringement of intellectual property or breach of contract, claims, loss, damage, costs including attorney's costs, charges, liabilities and demands arising directly or indirectly from or in any respect of the private consultancy activity undertaken by the faculty

### 3. Revenue Sharing

- a. College facilities and resources may be used for the consultancy work.
- b. Research Consultancy: Where College facilities and resources are used. Post deducting all overhead expenses as incurred by the College and the researcher, the revenue shall be shared in the following proportion: 40% to the faculty that undertakes consultancy services, 10% to non-teaching assistants, and 50% to College. The College's 50% share will be further bifurcated into 25% for College and the remaining 25% for the respective Department's use.
- c.
  - i. Non-Research Consultancy where the College facilities and resources are not used: 70% to the faculty that undertakes consultancy services, 15% to the College and 15% is the department share.
  - ii. Non-Research Consultancy where the College facilities and resources are used: Since this is mostly using College equipment (usually sophisticated and expensive) and no scholarly work involved: The operators cost is to be factored in and charges of the instruments used. After deducting these costs, the amount to be shared in the following proportion: 50% to the faculty that undertakes consultancy services, and 50% to College. The College's 50% share will be further bifurcated into 25% for College and the remaining 25% for the respective Department's use.



## **ANNEXURE A**

1. Name of the Organisation for whom the consultancy is to be undertaken:
  
2. Nature of work to be undertaken:
  
3. Probable duration of Consultancy (including extension(s) if any):
  
4. Consideration money
  - a. Total receivable:
  - b. GST, if any :
  - c. Total Estimated Expenditure :
  - i) Consumables :
  - ii) Travel, if any :
  - iii) Contingency :
  - iv) Any other :
    - d. Net amount (a-b-c) :
  
5. Value of College's resources involved, if any:
  - a) Time of other teaching faculty:
  
  - b) Time of non-teaching faculty:
  
  - c) Equipment and Consumables:
  
  - d) Other resources :
  
6. Explain the substantial benefit that will be derived to the faculty and the College:



7. Permission may please be accorded to undertake consultancy activities as outlined above.

Name of the Faculty:

Designation:

Department:

Signature: