



**Sri Sathya Sai College for  
Women, Bhopal**

# CONSULTANCY POLICY

To help in generating additional  
income.



## Introduction

Knowledge and expertise sharing between the academicians and the industry, government agencies, and other academic or research organizations is established through consultancy. Through consultancy, the college can make a direct impact on society. However, the balance between the role of a faculty member inside the college and their consultancy expertise should be managed to ensure that academic responsibilities are not compromised. This policy provides insight into the norms to be followed by the staff while providing consultancy services, ensuring the institution's academic values, reputation, and mission are maintained.

## 2. Approval of Consultancy Activity

### 1. Prior Approval

Faculty members must seek approval from the Head of the Institution before entering into any agreement for consultancy work with external agencies or clients.

### 2. Institution-Level Decision

The decision to approve a faculty member for consultancy work will be made at the institution level .

### 3. Submission of Proposals

All consultancy proposals should be addressed to the Head of the Institution and must include the following details:

- o Name of the Organization/Individual seeking consultancy.
- o Nature of the Consultancy Work: A brief description of the consultancy project, its scope, and objectives.
- o Resources Required: Any materials, equipment, or facilities needed to complete the consultancy work.
- o Financial Details: A breakdown of the fees, including payment terms and structure.

## 3. Confidentiality

### 1. Memorandum of Understanding (MoU)

To maintain confidentiality between the consultant and consulting parties, a Memorandum of Understanding (MoU) or formal linkage agreement should be established. This will protect the interests of both parties involved in the consultancy.

### 2. Staff Responsibility

It is the responsibility of the staff member engaged in consultancy to thoroughly understand the terms of any agreement they are involved in, especially regarding confidentiality, intellectual property, and deliverables.

## 4. Code of Conduct

### 1. Maintaining Institutional Reputation

Faculty and staff must ensure that, during consultancy work, the reputation of the college is maintained. All consultancy activities should reflect the ethical standards and values upheld by the institution.

### 2. Disciplinary Action

Any misconduct or unethical behavior during the consultancy period will lead to disciplinary action as per the institution's rules and policies.

### 3. Documentation and Financial Accountability

The college must possess all original documents related to consultancy services, including contracts, financial statements, and deliverables, to ensure proper financial accounting and auditing processes.

### 4. Use of College Name and Logo

The college name, logo, or any other institutional branding should not be used for consultancy work without prior permission from the Head of the Institution.

## 5. Fees and Compensation

### 1. Revenue Sharing

The consultancy cell should contribute a portion of the fees 30% earned from consultancy activities to support the research and development activities of the college. This will also support the college's academic initiatives, infrastructure development and chemical expenditures.

### 2. Compensation for Faculty

Faculty members and laboratory technicians engaged in consultancy work will receive 70% a percentage of the total consultancy fees. The exact percentage will be determined by the Consultancy Committee, based on the scope of work and involvement of the faculty. The remaining fees will go towards institutional support and administrative costs.

### 3. Teaching and Research Commitments

Consultancy work should not interfere with the faculty member's teaching responsibilities or ongoing research activities. Faculty members must ensure that their consultancy engagements are managed in a way that does not negatively affect their academic obligations.

## 6. Travel

### 1. Travel Permission

Faculty and students who need to travel for consultancy work must seek permission from their department head and ensure that their travel does not affect their academic duties.

### 2. Travel Costs

Travel expenses for consultancy-related activities should be covered by the external agency or client, unless otherwise agreed upon by the college.

## 7. Faculty Involvement in Consultancy

### 1. Expertise-Based Consultancy

Faculty members are encouraged to undertake consultancy work in their area of expertise, which can be beneficial for professional growth, academic development, and societal impact.

### 2. Limit on Consultancy Days

Faculty members should not exceed 60 days of consultancy work per year to maintain a balance between consultancy, teaching, and other academic responsibilities. Any extension beyond this limit should be discussed with the Head of the Institution.

## 8. Dispute Redressal and Resolution

### 1. Reporting Issues

Any issues related to consultancy, including disputes with clients, non-payment, or breach of contract, should be immediately reported to the Head of the Institution.

### 2. Revision of Policy

The Head of the Institution reserves the right to call for the revision of this policy at any time to address emerging issues or to reflect changing institutional needs.

3. Policy Violation

Any violation of this consultancy policy will be dealt with as per the institution's disciplinary rules and procedures. Faculty and staff members must adhere to the guidelines set forth to ensure fair and transparent consultancy practices.



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