



# **Govt. College for Women**

## **(AUTONOMOUS) - GUNTUR. 1942 (Estd.)**

### **College with Potential for Excellence**

## **Internal Quality Assurance Cell**

### **Institutional Policies**

#### **Consultancy Policy**

#### **1. Introduction**

Consultancy is an essential conduit for sharing knowledge and expertise between different individuals and agencies. Consultancy may be associated with contractual relationships, including research, service, contracts *etc.*, with individuals, non-governmental and governmental agencies in lieu of a fee. The goal of this policy document is to set out the principles and procedures governing consultancy undertaken by academic staff members (hereafter referred to as Consultant) of the college. The staff is encouraged to undertake consultancy, provided, it is in conformity with the vision and mission of the college.

#### **2. Objective**

- To improve stakeholders' exposure to quality enhancement and their level of professional and academic skills.
- To establish and preserve connections between the College and other organizations in order to boost chances for research and employment.
- To encourage innovation and secure the college's intellectual property (IP)
- To produce observable results, such as assets or capital interns; To address the local and regional requirements of society through knowledge transfer.

#### **3. Scope**

Consultancy services may be offered to Individuals, Industries, Service Sector, Govt. Departments and other National and International agencies by the staff of the college, in their field of expertise. The college stipulates that all such services must be governed by written contracts (formal emails may be considered) and the Principal has the right to instruct the staff to decline a proposal for consultancy. The responsibility for conduct of the project and the



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deliverables will lie with the Consultant, and the office of the convener of Research will provide

the necessary administrative support. Proposals for large sized consultancy assignments (worth more than One Crore) may be reviewed by a five-member Advisory Committee comprising Principal, Coordinator of Science, Humanities, Research and Planning and Communication.

#### **4. Recruitment Policy**

According to college policies, students who are willing to work on consulting projects may be allowed to do so as long as it doesn't interfere with their performance and devotion to their studies. Students who perform such work may be awarded appropriate honoraria. If necessary, hiring temporary employees for consulting projects must adhere to the current guidelines for hiring project personnel.

The project money allocated for these costs must be used for purchases and travel related to the consulting project, and current purchase and travel policies must be adhered to.

#### **5. Exclusions**

This consultancy policy does not recognize below activities:

- a) External Examination related duties
- b) Invited Talks and conference presentations
- c) Editorship of academic journals or publication of solicited articles
- d) Royalties
- e) Professional arts performances
- f) Charitable services
- g) Any other as decided by the governing council of the college

#### **6. Approval Procedure for Consultancy Activity**



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Following receipt of a request, it must be reported to the Principal and official consent acquired; following this, the consultant must notify the client and work can start.

## 7. Length of Time

The consulting engagement shouldn't go longer than three years. By extending the contract, the client might request further help if necessary.

## 8. Elements of the Consultancy Charge

The following could be included in the consulting fee:

**Consultant Charges:** This will cover the consultant's time and expertise charges.

**Operational Expenses:** This category includes all expenditures related to the consulting project, including supplies, backup plans, travel, daily allowances, staff and student honoraria, and other related charges. These fees also cover the cost of using equipment held by the college.

**Overhead:** If relevant, overhead will be billed at a rate equal to 10% of operational expenses. The college will utilize this cash to cover the costs of maintaining its infrastructure and its equipment.

**Capital Equipment:** This will cover the costs associated with acquiring particular equipment to carry out consulting jobs.

**Tax:** Service tax as well as any other relevant taxes

## 9. Schedule of payments

The charges for any assignment are normally payable in advance. However, exceptions may be made with prior approval of the principal. Such a payment schedule should ensure that

- (i) advance payment is received for each segment of work.
- (ii) the number of instalments is consistent with the deliverables.

## 10. Income Distribution



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A consultant is permitted to keep 80% of the profit for consultancies that rely only on their time and experience. The income split ratio may be decided based on the merits of the case when college resources are employed, but the institution's part will never be less than 40%. Any individual's consulting income is subject to taxation under the 1961 Income-tax Act. Any financial transaction pertaining to the consultancy above Rs. 5,000/- will be handled by a bank transfer to as well as from the relevant college account. Remittances under Rs. 5000 can be made at the college office.

Any real estate acquired through the consultation, aside from the consulting fee, will be owned by the college.

#### **11. Conflict of Interest and Settlement Procedures**

When an employee does consulting work that hurts the college's interests, there is a conflict of interest. Any conflicts of interest must be notified right once to the principal, and necessary action must be taken after consulting the research council.

Any disagreement resulting from consulting work must be brought to the principal, who may decide to resolve it internally or send it to the Research Council Ethics committee for additional consideration. If there are any disputes, they will be heard by the Thrissur courts.

#### **12. Code of Ethics**

The behavior of those connected to the consulting ought to be commensurate with the college's standing and reputation. Discipline may be taken in accordance with the laws in effect in cases of misappropriation and misbehavior. The college's name or logo may not be used by clients using consulting services without the principal's prior consent. It is the responsibility of all consultants to make sure that the activity benefits the college and stays within reasonable parameters. Notifying the department head in advance of any trips off campus or leaves due to consulting work is recommended. Additionally, out-of-town travel for consulting assignments is permissible as long as the Head of the Institute.

#### **13. Procedures for Implementing**



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The Principal, through the convener of Research, will be in charge of carrying out this strategy. The Convener will have broad discretionary authority to adopt forms, guidelines, administrative procedures, and interpretations that are required to carry out this policy and any adopted procedures in an efficient manner. The convener of Research's office must retain copies of the consultancy beginning request and the money settlement details. Despite the aforementioned, and with the college's best interests in mind, consulting may be undertaken in extraordinary circumstances not addressed by the aforementioned guidelines with the principal's prior approval.