

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

AN AUTONOMOUS INSTITUTION



Affiliated to Madurai Kamaraj University and Re-accredited with B+ Status by NAAC
TVR Nagar, Aruppukottai Road, Madurai 625 022, TamilNadu

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CONSULTANCY POLICY

Introduction

Consultancy is an effective way to engage with the 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 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

The following principles should be practised to for all consultancy services:

- The consultancy activity should not damage the College's reputation or conflict with the policies, functions, objectives or interests of the College.
- No faculty (permanent/ 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.
- The faculty should not directly or indirectly get associated with any activity which may be unethical or inappropriate.
- 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.
- No consultancy services can be commenced or by receiving remuneration without a formal duly executed agreement between the faculty and the service recipient.
- There shall be prior written permission of the Head of Department and the Principal of the College concerning all consultancy services rendered.

(All the correspondence should be addressed only by designation and not by name)




Principal
Subbalakshmi Lakshmipathy
College of Science
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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 the 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 like library resources, power, internet, space, equipment, consumables and telephone facilities, can be used by the faculty members.
- 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 member undertakes that the College will not be bound by the terms and conditions of the agreement/understanding arrived at between the faculty member and the service recipient.
- vii. The faculty member 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, and demands arising directly or indirectly from or in any respect of the private consultancy activity undertaken by the faculty member.

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 nonpermanent) 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 member.

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
- 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 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 of the facilities used by the College.
- iv. Patents arising from consultancy work, if applicable, shall be jointly published in the name of the authors and the College. If any other intellectual property is generated from the consultancy work, appropriate acknowledgement of the College is to be given.
- v. Research projects funded by the government are not to be considered as consultancy services.

3. Revenue Sharing

For the consultancy work undertaken, the consultant (faculty/student) will be paid 70% of the consultancy fee received. The institution will retain the remaining 30%. The onus to prove the success of the consultancy work undertaken solely rests with the respective consultant.



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