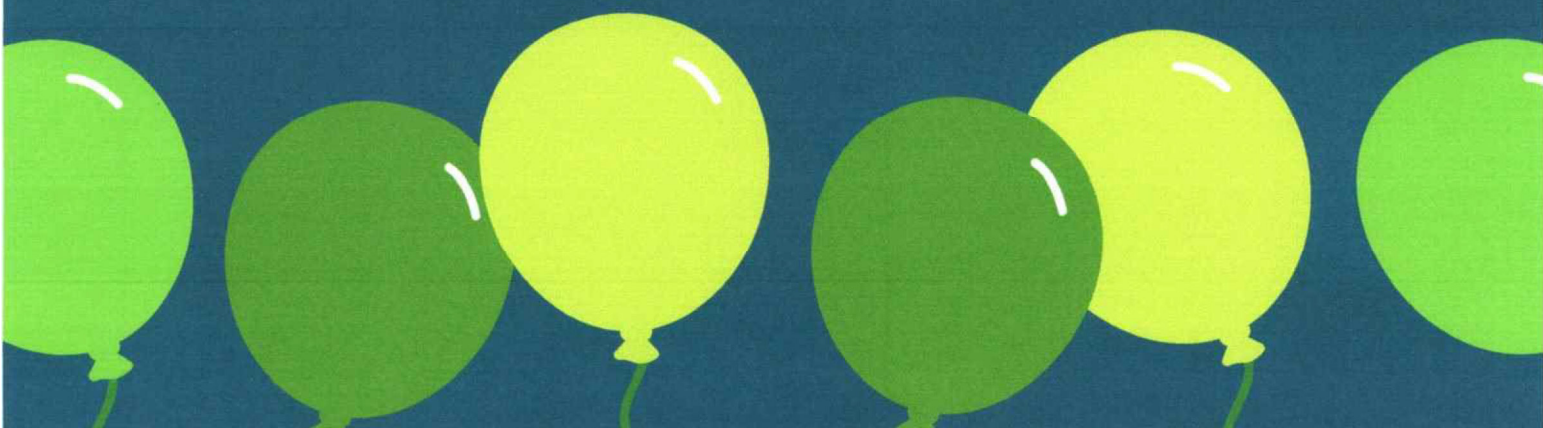


CONSULTANCY POLICY

Sacred Heart College
(Autonomous)
Thevara, Kochi, Kerala 682 013



Consultancy Policy

Introduction

Sacred Heart College (Autonomous) has always recognized the value of its faculty undertaking consultancy work for outside agencies and organizations. Consultancy is an important channel through which ideas and services can be transacted between the College and the outside agencies. The college has been offering a bevy of consultancy services offered by its faculty and scholars to the public. This has the twin advantage of deploying the knowledge-base of the institution creatively and for the benefit of a larger community along with earning recognitions and rewards for the experts at the institution. Consultancy activities are promoted with a view to fostering industry – institute collaboration and to strengthen the institute's intervention in societal transformation and development. The college shall also develop modern infrastructural facilities for consultancy and offer the required training for the faculty.

Consultancy and its Scope

Consultancy involves the transfer of knowledge and is usually the transfer of knowledge and expertise to outside agencies for financial and non-financial benefits. The main consultancy services offered by the College includes training programmes for various stakeholders, expert advice, analysis and interpretation of data, conduct of various national/international examinations, which require special experience and expertise etc. Normally, it does not involve the production of new knowledge and is achieved in the short term through activities that may be completed in a few days or weeks. The College does not appoint people from outside for offering consultancy; it is offered by faculty and involves extra work.

Consultancy work involves professional work and is undertaken by the faculty in their field of expertise for institutions, individuals and organizations outside the College and it usually involves financial return. It is different from research activities in the sense that it is undertaken to produce some contracted output that may be partly or fully owned by the party for whom consultancy is offered. It is usually a short term contract and involves the minimal use of the resources of the College and the extra work of the existing faculty.

The consultancy policy of the College does not involve the production and

dissemination of knowledge in the form of the following:

- Authorship of books and their royalties from the publication of books
- Remuneration from examination duties
- Conference presentation/participation
- Editorship of academic journals and books and the publication of academic articles
- Professional performances
- Research activities which involve monetary benefits
- Normal teaching and teaching related activities of the institution.

Eligibility

The consultancy policy of the College shall permit all the faculty members to offer their services on a consultancy basis for up to a maximum of 30 days in total through permitted routes in any 12-month period. Nominally 30 days may be interpreted as “30 working days or parts thereof” and does not include consulting done as part of core Faculty activity. However, it is recognized that working within the college environment sometimes may involve weekend or unusual patterns of work. Thus interpretation of the 30-day rule shall lay with the management whose decision is final.

Conflict of Interest

Faculty undertaking Consultancy activity must ensure that:

- The consultancy work does not create a conflict of interest with the faculty member's regular work schedule in the college
- The work shall be marginal rather than core compared to the to the research programme of the faculty

Income Sharing Policy

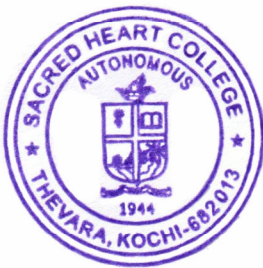
- The income which is generated out of consultancy assignment shall be divided among the faculty member and the College in the ratio of 70:30
- This division shall be done after the administrative expenses that have been deducted from the total remuneration.

General Conditions

As the College is likely to be involved in the actions of its employees during consultancy work, even though the actions or activities may not be covered by an agreement involving

the College, the college strictly prohibits the faculty from entering into any kind of consultancy work without the prior permission of the college. Any faculty member who undertakes any consultancy shall bear in mind the following guidelines:

- Any faculty member who is desirous of undertaking a consultancy assignment shall obtain prior approval from the Principal by submitting a proposal.
- Any training and consultancy work which a faculty undertakes during college working hours shall be reported to the College.
- In the case of an assignment where more than one faculty member is involved, there shall be a coordinator who either volunteers or is appointed by the Principal. The coordinator shall get 5% of the amount after deducting the administrative expenses.
- If the co-coordinator is also involved in delivering the consultancy assignment, he/she is eligible for his/her share of remuneration in addition to the amount that is distributed to the co-coordinator. All the members involved in the consulting assignment shall be equally compensated with the remaining amount.



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