


QUALITY POLICY

CONSULTANCY



	<p align="center">Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution Affiliated to Bharathiar University Coimbatore) Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle) Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India Web: www.drngpasc.ac.in Email: info@drngpasc.ac.in Phone: +91-422-2369100</p>	<p align="center">Q.P</p> <hr/> <p align="center">Consultancy</p>
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CONSULTANCY POLICY

The institution considers consultancy activity is an opportunity to develop mutually beneficial relationships with industries, institutions, public, commercial and other organisations to provide solutions to several societal problems. It is part of the “Knowledge Exchange” portfolio which is vital to higher education functioning. The activity is oriented towards garnering recognition to the faculty members and institution, besides revenue earning. Consultancy may be offered with well defined terms and conditions between the client and consultant, and it is open to all faculty members, scholars and students. This policy intends to provide a clear framework for those who are engaged or wish to engage in consultancy.

Consultancy framework

- The college encourages all faculty members, scholars and students to do consultancy service that facilitate knowledge and technology transfer contributing to economic and social enhancement
- Consultancy services are deemed to be the means for professional development of the faculty and fulfillment of social obligation of the institution
- Application of faculty expertise for activities like providing new ideas, analysis of situation, measurement novelties and innovative testing procedures
- Consultancy involves providing deliverables for which the receiver/beneficiary reciprocates financially
- Consultancy work is expected to bring financial benefits both to the institution and its employees
- All faculty are expected to undertake at least one consultancy work in an academic year
- Faculty member should desist from undertaking any activities that might harm the reputation of the college directly or indirectly
- Faculty members can avail on-duty leave provision for the consultancy work
- Faculty member must ensure that the consultancy work does not create a conflict of interest with the regular college role
- Details of faculty members and their expertise to be published in the college website




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- As per the exclusion clause the remuneration received for acting as external examiner, evaluation of answer scripts, delivering lectures, attending conferences and similar activities are not to be included under consultancy services
- The college will review the policy from time to time depending on the need and circumstances

Terms and conditions

- This policy applies to all faculty, scholars and students
- Faculty members may undertake consultancy without affecting the regular work
- Prior permission should be obtained from the competent authorities upon a request from the client
- The consultant should confirm to the client through letter of acceptance
- Facilities of the institution may be used for consultancy only after obtaining the approval from the competent authorities and should be compensated financially. Unauthorised use is strictly prohibited
- Upon completion of the consultancy, the consultant should send the report and consultancy fee request to the client
- The receipt of consultancy fee must be deposited in the consultancy bank account
- The payment associated with consultancy is to be divided between the individual and the institution based on the agreement enforced through mutual consultation. Cost of the facilities used should be excluded from this division
- Faculty members are expected to furnish the consultancy details immediately after the completion
- The revenue generated out of consultancy services will be shared between the institution and faculty members, scholars and students in the following ratio



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S. No.	Consultancy Categories	Consultancy offering criterion	Apportion	
			Institution (%)	Faculty/ Scholar/ Student (%)
1.	Student (C-I)	Utilizing institution infrastructure, facility and resources	40	60
2.	Student (C-II)	Without utilizing institution infrastructure, facility and resources	20	80
3.	Faculty (C-III)	Utilizing institution infrastructure, facility, resources and work hour	60	40
4.	Faculty (C-IV)	Without utilizing institution infrastructure, facility, resources and work hour	20	80
5.	Student and Faculty (C-V)	Utilizing institution infrastructure, facility, resources and work hour (staff)	60	40
6.	Student and Faculty (C-VI)	Without utilizing institution infrastructure, facility, resources and work hour (staff)	20	80


Settlement

- Based on the consultancy sharing guideline, the earned amount will be distributed to the faculty/students within three months of the receipt of full payment

Recognition

- The faculty/student who have mobilized higher consultancy revenue will be duly recognised during the institution's Annual Day celebration




(Prof. Dr. V. Rajendran)
Principal



Dr. NGPASC
COIMBATORE | INDIA



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