



## St. Pious X Degree & PG College for Women

Autonomous College, Affiliated to Osmania University

Re-accredited with A+ Grade by NAAC

Snehapuri Colony, Nacharam. Hyderabad – 500076

### Consultancy Policy and Procedures

#### Introduction

The college recognises the value of its staff undertaking consultancy for outside bodies. This work is an important channel through which knowledge and expertise can flow to and from businesses and other external agencies and therefore contributes to the development of growing and productive relationships with these bodies. This also promotes research culture and research outputs in higher education.

**Definitions and Scope of the Consultancy Policy:** The college uses a broad definition of what constitutes consultancy.

Its essential features are:

1. Consultancy is work of a professional nature, undertaken by college staff in their field of expertise, for clients outside the institution, for which some financial return is provided.
2. It tends to be governed by short-term contracts, makes use of college resources and involves extra work for existing staff rather than the employment of new staff.
3. **Excluded from the above definitions:** This policy does not apply to those activities, paid or unpaid,
  - (a) Service on public sector or charitable committees
  - (b) External examination duties
  - (c) conference presentations or attendance
  - (d) Paper setting to affiliated university.
  - (e) Publication of research articles
4. **Permitted level of Consultancy:** Academic Staff may engage in up to 20 days per annum remunerated consultancy activities for third parties, either through the college or on a personal basis.

#### Policy

1. When consultancy is undertaken through the college, it is the college which invoices the client and remunerates the member of staff as appropriate, whereas when consultancy is undertaken on a personal basis it is the member of staff who invoices the client.
2. The staff are permitted to use the Official letter-pad of the College for consultancy with prior approval of the Principal.
3. Before giving any undertaking to engage in consultancy activities, members of academic staff must seek the prior approval of their Authorising Officer (principal) to confirm that the work is compatible with the interests of the college and that the total number of days of consultancy undertaken by any individual member of staff will not exceed 20 days per annum and that the extent to which any college facilities or resources will be used is clearly defined.

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PRINCIPAL

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4. The standard income distribution model is based on income per consultancy agreement per financial year.

Income	Employee	College
Upto Rs 30,000	100%	0%
Above Rs 30,000	80%	20%

5. Any publication on consultancy is permitted with prior approval of the Principal of the college and shall forward a copy of such publication separately to College Office and College Library.
6. The college encourages staff to undertake their consultancy activities through the college,
7. Undertaking unapproved consulting activities, or failing to report on consulting activities undertaken when requested will be considered as a breach of this policy and may result in disciplinary action being taken.

### Principles & Procedures of Consultancy

The ability to engage in consultancy activities is guided by the following principles:

1. Consultancy is a privilege, not a right.
2. The college must be safeguarded against conflicts of interest, and guaranteed against financial risk.
3. Activities undertaken must not detract from the contributions to the college for which the member of staff is being employed.
4. If college facilities (including materials and support staff) are used, fair reimbursement must be made to the college as laid down in policy.
5. **Independence of consultant activities from the college:** Where permission has been given for a member of staff to undertake work other than through the college, the faculty still need to comply with all norms of the policy and procedure, however, they are not permitted to use office infrastructure or carryout during college office hours.
6. **Responsibilities of the member of staff before entering any agreement to undertake consultancy:** The member of staff must confirm to the principal whether the consultancy will be undertaken through the college or on a personal basis and clearly define any college facilities or resources to be used to undertake the consulting activity.
7. **Norms of the office of the Principal before authorising any request to undertake consultancy,**  
The office of principal shall verify and authorize -
  - Work proposed properly falls under the definition of consultancy.
  - Defined whether the work is being undertaken through the college or on a personal basis.
  - Work will not detract from the staff member's departmental duties and compatible with the interests of the college.
  - Consultancy undertaken by any individual member of staff will not exceed 20 days pa.

  
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