

## **Consultancy Policy**

**Objective:** To establish a framework to support consultancy activities at the Govt. Bilasa Girl's PG Autonomous College, Bilaspur, CG.

### **Eligibility:**

- This policy applies to all faculty and staff of the college.
- The faculty members, involved in the conduct of a consultancy service can avail the facilities available in the campus.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.

### **Circumstances under which consulting activity may be permitted/already permitted-**

- The person/organization requiring consultancy services from faculty or the department shall write to the principal, indicating the expertise available / required.
- The principal on receiving the request from the person/organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.
- In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- An MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials, involved in the presence of the principal.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department.

### **Publications:**

- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.

### **Intellectual Property Rights (IPR):**

- College IPR can be used in case not in conflict with rights of third parties or any commercialization plan.

### **Other Financial Rules:**

- College facilities and resources may be used and must be charged in line with the guidelines from the principal, from time to time.
- Meeting related to consultancy work with the organization(s) may be conducted in college premises only.

### Policy for Revenue Sharing in Consultancy:

- Govt. Bilasa Girl's PG College, Bilaspur encourages faculty members to do consultancy service to support external engagements that facilitate knowledge and technology transfer contributing to economic and social welfare and for social impact. Such activities serve to link our institute and its faculty members more closely to the industry for strong Institute –Industry relationship.
- Consultancy work can bring financial benefits both to the institution and its employees.
- In view of encouragement, the Administration has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows.

S. No.	Particulars	Faculty	Administration
1.	Use of institute space and or equipment	40%	60%
2.	For providing solutions/expertise to problems of the industry	60%	40%

**Price:** This is the price the client/organization will pay for the consultancy work. To avoid confusion or dispute later, care must be exercised to ensure clarity as to the inclusion or exclusion of items such as travel and subsistence as well as any special charges for materials or use of facilities in the institution.

**Costs:** This is the calculation made for internal use only to determine the costs towards faculty expertise and resources including the use of college space and equipment.

**Objectives of Consultancy Policy:** The objective of Consultancy Policy pursued by our institute is to promote academic, industry and research interaction and to encourage and facilitate its faculty to provide knowledge inputs sought by industry, government agencies or other research organizations.

**Reporting Progress:** The faculty members who take up consultancy assignments shall periodically keep the Registrar of the university informed on the progress and submit report on satisfactory completion of the assignment along with copies of communication to this effect by the sponsoring agency.