

CONSULTANCY POLICY

Introduction

St. Xavier's College for Women (Autonomous), Aluva, recognizes the value of faculty expertise and its potential to benefit the wider community. This policy outlines the principles and procedures governing faculty consultancy engagements. We believe consultancy serves as a bridge, allowing our faculty (consultants) to share their knowledge and expertise with external entities such as individuals, NGOs, and government agencies. Consultancy projects can encompass research, service contracts, and more, with compensation provided. The college actively encourages faculty participation in consultancy, as long as such activities align with the college's mission and vision.

5.3.1 Policy Statements

- The college supports faculty consultancy that fosters knowledge transfer, professional development, and innovative solutions.
- Consultancy projects must be formalized through written contracts and comply with the college's intellectual property guidelines.
- Financial resources generated through consultancy should benefit the college and its faculty.

5.3.2 Procedures

- **Proposal and Approval:** All consultancy proposals require a written contract reviewed and approved by a designated regulatory body (Principal, Dean of Research, Heads of Departments).
- **Project Duration:** Consultancy projects are limited to three years, with potential renewals subject to client request and contract renegotiation.
- **Student and Staff Involvement:** Students may participate in consultancy projects with compensation, following college appointment rules for temporary staff recruitment and other project-related expenses.
- **Intellectual Property:** Ownership of intellectual property (IP) developed during consultancy projects is determined upfront in the initial consultancy request.
- **Client Use of College Name/Logo:** Clients must obtain written permission from the principal before using the college's name or logo.

- **Conflict of Interest:** Consultants must promptly disclose any potential conflicts of interest to the principal.
- **Dispute Resolution:** Disputes arising from consultancy agreements will be addressed through amicable discussion. If unresolved, disputes will be settled according to applicable law.

5.3.3 Roles and Responsibilities

- **Faculty (Consultants):** Responsible for proposing, executing, and reporting on consultancy projects while adhering to this policy.
- **Regulatory Body (Principal, Dean of Research, Heads of concerned departments):** Reviews and approves consultancy proposals, ensuring alignment with college policies.
- **Clients:** Enter into formal contracts, obtain necessary permissions, and fulfil financial obligations as per the agreement.
- **College Administration:** Facilitates the processing of consultancy-related transactions and ensures compliance with financial regulations.

5.3.4 Consequences

- In cases of misconduct, the Research Advisory Council (RAC) will investigate and determine appropriate sanctions, which may include fines or limitations/permanent expulsion, for the consultant depending on the severity. The RAC will then submit a report with its findings and recommendations to the principal/manager.

5.3.5 Policy governance structure

- Principal as the Chairperson
- Manager
- Vice Principal
- IQAC coordinator
- Dean of Academics
- Dean of Research
- Heads of Departments

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