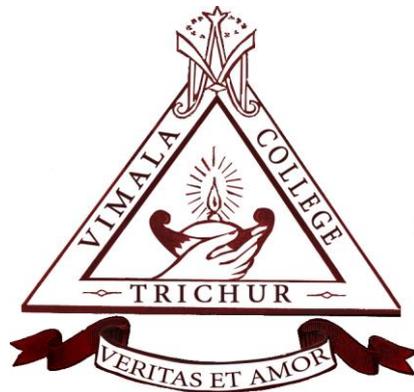


Vimala College (Autonomous)

Thrissur



Policy on Consultancy Services



VIMALA COLLEGE (AUTONOMOUS), THRISSUR
KERALA 680009

Policy No.	VC/ Policy/ 10				
Policy Name:	Policy on Consultancy Services				
Drafted by	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	Adopted:	2019-20	Revised:	2020-21
Approved by	Governing Council	Date:	08 April 2021		
Next Revision	2022-23				




PRINCIPAL IN-CHARGE,
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009

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PREAMBLE

Vimala College considers consultancy activities important way to work in association with different organisations that engage in development activities. The college encourages the faculty members to involve themselves in consultation services benefitting individuals, institutions and the society as an opportunity to give back to the society. The college encourages the faculty to undertake both remuneration-based consultancy and free-consultancy given the nature of the environment in which the college operates. This activity is also oriented towards the recognition for the faculty members for their expertise besides earning revenue for them.

SCOPE OF THE POLICY: This Policy governs the Consultancy Services engaged in by the faculty members of Vimala College (Autonomous, Thrissur)

DEFINITION OF CONSULTANCY

Consultancy shall constitute the following:

- (i) Consultancy is a contract where a faculty / department of Vimala College provides a defined service to a client.
- (ii) The service provided produces a set of outputs for which the client pays an agreed consultancy fee for the services rendered.
- (iii) Consultancy is the transfer of knowledge to address a client's articulated need.
- (iv) Consultancy assignments are generally short term in nature.

PRINCIPLES OF CONSULTANCY

- (i) Research and consulting work undertaken by staff members should not deviate from the ethical framework of the college / university / nation
- (ii) Consultancy can be offered by all staff members who have acquired expertise in a domain.



(iii) The College may raise revenue through consultancy.

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OBJECTIVES OF THE POLICY:

1. Support the mission of the College
2. Ensure quality and performance of consultancy service
3. Guide the academic staff for permissible activities
4. Serve the community and professions
5. Recognize the value of consultancy services and accomplishments
6. Encourage strong link between college and industry
7. Encourage research and consultancy services in areas of immediate relevance

NATURE OF CONSULTANCY

1. Individual consultancy offered based on expertise
2. Consultancy for projects
3. Trainer in corporate sector
4. Consultancy extended to local governance
5. Consultancy in areas like accreditation, extension, research etc

CONDITIONS AND PROCEDURE

1. Faculties are permitted to undertake consultancy activity without detriment to their academic, research or administrative duties.
2. The faculty may engage in Consultancy Activities for third parties through the Institution.
3. The Faculty / the Department shall publish their Area of Expertise through the College Website.
4. The Client requiring consultancy services must come under any of the categories (a) individual (b) organisation and (c) Corporate sector.



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5. The Client should place a request to the principal for consultancy services.
6. The Principal on receiving the request from the Client shall inform the head of the department and the faculty concerned.
7. An MoU may be signed between the organization and the department depending on the nature of consultancy work.
8. 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.
9. The Department / Faculty must retain remuneration received from Consultancy, including benefits in kind, subject to the conditions fixed by the Management in 60:40 ratio, 60% for the faculty and 40% for the College.
10. Proper Accounts of the consultancy must be maintained in the Department.



Consultancy Assignment Proposal Form

PART-A

TITLE OF THE CONSULTANCY (Kindly fill in BLOCK letters)

Details:

**CONSULTANT
INCHARGE**

Name:

Designation:

Department/Centre:

Telephone:

Email:

EXPECTED TIME SCHEDULE

Duration:

Years

Months

Weeks

Starting Date:

CLIENT DETAILS (Kindly fill in BLOCK letters)

Firm's Name:

Address:

Contact Person's Name:

Designation:

City:

Pin:

Ph.

Fax

Email

**TOTAL CHARGES AND PAYMENT
DETAILS**

Mode of Payment: → By Cheque By Draft Telegraphic Transfer

Currency: → Indian Rupees Foreign → Country: Currency:



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PART BPayment enclosed: → Full Payment Part Payment

Total Value (<i>in figures</i>)	Total Value (<i>in words</i>)	Bank's Name and Branch
DD/Cheque No.	DD/Cheque Amount	DD/Cheque Date

Signature of the Consultant

Signature of the recipient of the Service




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