

Consultancy Policy

Government College for Men(A), Kadapa

1. INTRODUCTION

Consultancy is well recognised as an effective way for colleges to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the College must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the College's strategic and operational objectives and the costs are sustainable.

Government College for Men(A), Kadapa is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organisations.

2. THE POLICY

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- (a) There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with College policies including those governing employment; such as the Code of Conduct Policy.
- (c) The Consultancy must not be in conflict with the functions, objectives or interests of the College or damage the College's reputation.
- (d) At a minimum, the salary and on-cost charges set by the College must be applied to all project budgets. All Consultancies are required to include overheads.
- (e) Staff members shall not undertake external research activities where no formal agreement has been authorised by the College unless they are on leave without pay, approved by the Principal concerned. Such faculty may not use their Government College For Men, Kadapa affiliation or academic title when providing research services that are not approved by the College.

2.1. College Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

2.2. College Non-research Consultancy

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc.,

2.3. Private Consultancy

In Principle a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by Principal. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the College. None of the benefits set out for College Consultancy are available to faculty and staff undertaking a Private Consultancy.

It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the College

who is carrying out the work, and that the College has no responsibility or liability what so ever in the matter. A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;
- (b) The use of College trademarks such as letterheads, brands etc. or College intellectual property is strictly prohibited in Private Consultancies;
- (c) No College facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy
- (d) The Private Consultancy is not within an area in which the College might be contracting to provide a service on a commercial basis, possibly utilising the skills of the staff member involved;
- (e) Government College For Men, Kadapa College is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- (f) The staff member agrees to indemnify Government College For Men, Kadapa College and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and
- (g) The staff member declares any real or potential conflict of interest to their manager.

3. STAFF ENTITLEMENTS

The College allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not interfere with the discharge their duties. Consultancies shall be undertaken only with the approval of the principal. No limit is placed on earnings. However there is a limit on the time spent on Consultancy.

3.1. Academic Staff may spend one day per week on approved Consultancies, with a maximum of 30 days per year. Variations to this time commitment require the approval by the Principal. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

3.2. Staff must obtain written permission from the Principsl to undertake Consultancies.

3.3. Benefits of College Consultancy

The College provides the following benefits to staff undertaking College Research or Non-research Consultancies:

- (a) Entitlements to use the College's name and reputation, providing it is not brought into disrepute.
- (b) Ability to make reference to their College position and title in connection with the work.

The College does not extend these benefits to Private Consultancies. Any Consultancy conducted by a faculty or staff member that accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

3.4. All Consultancies are required to include overheads.

3.5 The revenue generated from the consultancy project is shared by the member and the College in a 70:30 ratio after deducting the overheads and all other expenses met by the College.

3.6 If more than one member take up the consultancy project the 70% amount shall be shared equally.

4. APPROVAL

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other College policies.

4.1. Exemptions and Variations

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy Application coversheet, and approved by the principal.

4.2. Transfers in from Other Institutions

In cases where a Research or Non-research Consultancy or grant is transferred to the College from another organization, the overhead will not be taken from the funds where the awarded budget did not include an overhead component.

In cases where a grant is being transferred to Government College For Men, Kadapa College from another organisation and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the College.

5. CONFLICT OF INTEREST

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Principal for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the College's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

1. financial or non-financial interests;
2. teaching or course work for another institution;
3. work performed for a supplier of goods or services to the College; or
4. work undertaken with an organisation to which the College supplies goods or services.

5.1. Consultancies with Other Tertiary Institutions

Full-time members of the College staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Principal.

6 INTELLECTUAL PROPERTY

Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy.