



St. Joseph's College of Commerce (Autonomous)
(Nationally Re-Accredited with "A" Grade by NAAC 3rd Cycle)
(Recognized by UGC as "College with Potential for Excellence")

#163, Bengaluru- 560 025. Karnataka

Phone: 080 - 25360644/46 Fax: 080 - 25540378

Email: info@sjcc.edu.in

Website: sjcc.edu.in

Consultancy Policy

1. Preamble

St. Joseph's College of Commerce, Autonomous (hereinafter referred to as SJCC), a mono faculty Institutions in the area of commerce and management, has recognized Consultancy as an effective way for it to disseminate knowledge and make a direct impact on society. It is also considered as an important avenue to augment mobilization of resources. The Consultancy Avenue encourages and facilitates its entire faculty to apply their knowledge inputs as sought by industry, government agencies and other research organizations. It becomes a platform for promotion of academic, industry and research interactions.

2. Scope

The consultancy policy usage applies to all Research and Non-research consultancies of the Institution and Private independent Consultancy approved by the Research Department and the Registrar. Unlike research, consultancy DOES NOT have the prime purpose of generation of new knowledge.

While Consultancy is encouraged, it could be reserved to instances where the said activity,

- Is disclosed to the Institution
- Does not interfere with the full time obligations of the faculty member. Adequate balance of traditional roles of academic endeavours and consultancy is expected to be managed with the interest of the Institution duly protected.
- Does not involve a conflict of interest
- Complies with the relevant rules and regulations of the Institution.



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3. Policy Summary

This policy states the provisions, defines guidelines and Institutional procedures for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institutions' strategic and operational objectives. It provides provisions for the costs which are sustainable. It applies to all academic and administrative Staff Members of the Institution.

4. Introduction

SJCC believes that the interaction of the faculty members with industry, business, government and other activities and institutions of the society is an enriching experience. The Management of SJCC provides its faculty members the privilege of consultancy because such activities contribute to the faculty member's professional development building his/her stature in the academic world and also indirectly benefits the Institution.

5. Purpose

The policy is developed to ensure that there is a fair balance between the benefits reaped from consultancy by its faculty members and the Institution's expected obligatory duties, and also to prevent any conflict of interest or liability that may arise due to embarking on such activities. The policy also aims to capture consultancy activities as indicators of the Institution's impact on local community.

6. Definitions

The term "Consultancy" refers to ANY professional activity related to the faculty member(s) area, field or discipline where a fee-for-service or equivalent relationship with a third party exists.

The term "Authorizer" means the Principal/Registrar of the Institution who grants written approval to the consultancy proposal.



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The term "Outside Services" means the other ancillary use of a faculty member's expertise and knowledge that is normally expected of academics, such as technology solutions, industrial training, teaching assignments, conduct of workshops/ conferences/ training etc., guest lectures, presentations at conferences, serving on scientific advisory boards, research councils or other professional associations, or performing charitable and community work.

The "Private Independent Consultancy" means Consultancy undertaken on a strictly personal and private capacity of the faculty member without using the Institution's resources, Institution's name, Institution's insurance coverage, and has no liability on the Institutions. Sometimes such private independent consultancy work may be undertaken when certain Institutional conditions/obligations are met. For special cases where the faculty member may use Institutional Resources, pre-approval is required and fees may apply.

7. Policy Outline Guidelines

- All the consultancy services are related strictly to the SJCC faculty members abiding by the rules and regulations put forth by the Management of Bangalore Jesuit Education Society (BJES).
- All SJCC faculty member consultant are recommended to involve the Research Department in processing consultancy process, approval, reports, income distribution information as early as possible so that any issues could be highlighted and resolved or mitigated.
- Original copies of consultancy documentation must be submitted to the Research Department for records and processing finance related matters.
- All SJCC faculty members are expected to devote their normal working time in fulfilling the mission of the Institution as their primary employer. Hence Consultancy work should not impact the normal and expected duties, responsibilities of the faculty member consultant.
- Staff members are permitted to undertake up to 30 working days consultancy activities per academic year with the approval of the



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concerned Head of Department. Consultancy days are NOT cumulative without hindrance to teaching days.

- In some case the SJCC faculty members may be authorized to undertake further consultancy work beyond 30 days but this must be discussed, approved by the concerned Head of the Department on a case by case basis.
- The SJCC faculty members are encouraged to undertake Consultancy and other similar work provided it does not conflict with the interests of the College.
- All SJCC faculty members are to take prior written approval/notification initiating the request and approval from the Authorizer.
- Consultancy activities that require the institutional resources should include a contingency for reimbursement endorsed by the Authorizer.
- The SJCC faculty members should ensure that the consultancy agreement is written and signed contract between the client and the faculty member without stating or implying that the Institution has any responsibility or liability related to the faculty member's consultancy activities.
- The SJCC faculty member consultant is fully responsible for all aspects of the agreement including conduct of any assistant personnel required as well as unauthorized use of Institution's equipment or resources.
- The SJCC faculty members must ensure before the consultancy contract agreement is signed , such activities and agreement will not involve any conflict of interest, misuse of Institutions' name, resources, Intellectual Property, confidential information related to the Institution.
- The SJCC faculty members shall not become an independent consultant to any parties or projects or activities that is covered by agreements between SJCC and such organization.
- Involvement of other faculty members, students or employees of SJCC in the consultancy activities is subject to written approval by the Authorizer



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- The SJCC faculty members have an obligation to report fully the consultation activities and its outcomes to the Institution for records and information purpose.
- The Institution is not responsible or liable for the performance or results of the consultation so undertaken by the SJCC faculty member.
- The Institution does not have the freedom of publications of the results of the consultancy and its rests with the SJCC faculty member
- The Institution will ensure that the profile of the staff member who are interested in consultancy work would be shared in Institutional Website.

8. Consultancy Approval Process

The SJCC faculty member, desirous of engaging in consultancy services, are to obtain written approval after initiating the consultancy proposal from the Authorizer before engaging in any consultancy activities. In case the Authorizer is the disclosing consultant then the approval must be sought from the Principal of the Institution.

8 (a). Procedure

1. SJCC faculty member initiates the consultancy proposal to the Principal/Registrar to which he/she belongs informing the intent to engage in consultancy activity.
2. The maximum number of days permissible for consultancy work is one day or half day per week as decided between the Principal/Registrar, Head of the Department and the SJCC faculty member consultant for the proposed work.
3. The Head of the Department shall forward the consultancy request to the Principal/Registrar with recommendations, comments and consultancy days agreed upon.
4. The Authorizer shall approve or disapprove the request of the SJCC faculty member consultant.



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5. The decision to accept a proposal is not automatic and factors such as resources, sources of incomes will be considered.
6. If approved, the SJCC faculty member consultant shall be free to engage in the disclosed activity within the parameters defined by this policy.

9. Costing and Pricing of Consultancy Activity

- The Consultancy policy should be recorded in written using a proposal form showing daily rates for consultancy which should not be below the rate. This is earmarked by SJCC as deemed right, time to time.
- The proposal form should be signed by the SJCC faculty member consultant showing the net income after deducting the Institutional share, direct costs.
- The consultancy work wherein the Institutional resources are being used may be more appropriately high. This is at the discretion of the Authorizer and should be discussed with the concerned staff at the early stage of the proposal development.
- A copy of the finalized approved proposal should be sent to Research Department who will record such information's and arrange for appropriate information to finance head to facilitate the accounting records.
- Staff Member Consultant has no constrained base amount for accepting the project i.e. the starting price for accepting the consultancy project

10. Income Distribution

- The Institution's cost identified in the proposal form would be recovered before the distribution of the consultancy income generated.
- The standard income distribution model is based on the income per consultancy agreement per financial year.



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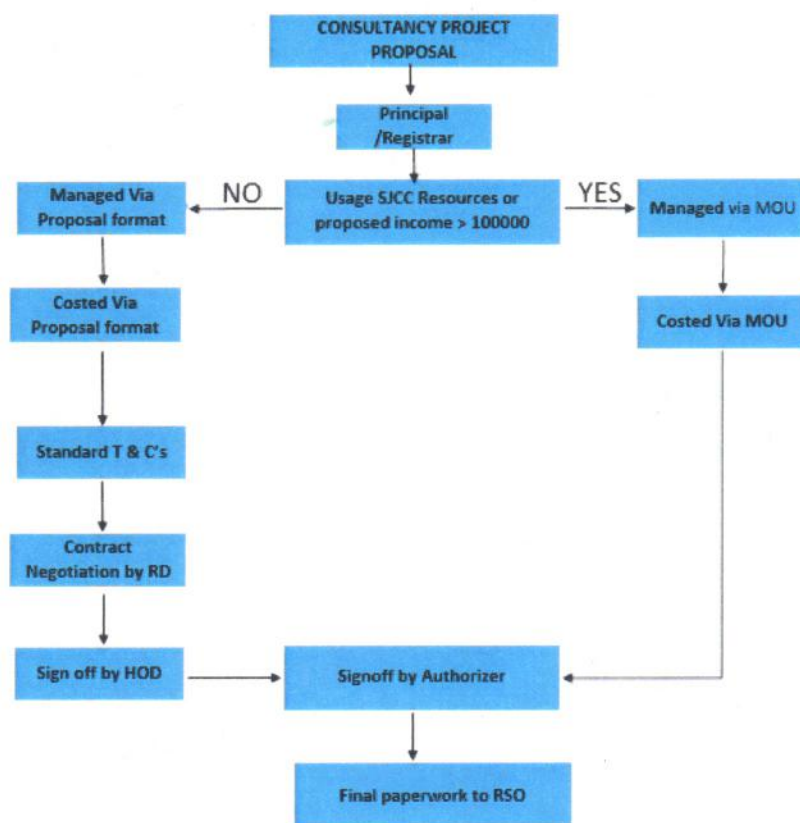
Income	Employee	Institution
Upto to Rs. 10000	100%	0%
Over Rs.10000	80%	20%

- The standard income of more than Rs.1, 00,000 will require an alternative distribution arrangement and need to be managed by a memorandum of understanding between the staff member, client and the Institution.
- If there is a team of faculty members in one consultancy project, then the income generated (minus the Institutional reimbursement) will be divided amongst the team members based on prior agreed percentage done in consultation with respective Head of the Departments, in the proposal.
- The staff member consultant should send quarterly reports to Research Department for Consultancy that spans 10 months or above in a financial year.



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11. Process mapping of the procedures outlined in the Policy document.



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