



**Shiksha Mandals's  
Bajaj College of Science, Wardha**



<b>Category:</b>	<b>Consultancy Policy</b>
<b>Approved By:</b>	Academic Council
<b>Date of Approval:</b>	02/01/2018
<b>Date of Amendment:</b>	01/06/2021

## **Consultancy Policy and Procedures**

### **1. Introduction**

- 1.1 BCS recognizes the value of its staff undertaking consultancy for outside bodies. This work is an important channel through which knowledge and expertise can flow to and from businesses and therefore contributes to the development of productive relationships with these bodies. Consultancy activity within the Institution is often associated with other contractual relationships, including research, service contracts and in some cases the provision of funds to provide studentships. It is therefore the BCS's policy to encourage staff to engage in consultancy wherever appropriate and in a manner that is consistent with their contractual responsibilities.
- 1.2 This policy is intended to provide the information required to undertake consultancy work in accordance with the BCS's approved procedures.

### **2. Definitions and Scope of the Policy**

- 2.1 **Consultancy:** The College uses a broad definition of what constitutes consultancy. Its essential features are:
  - 2.1.1 Consultancy is work of a professional nature, undertaken by College staff in their field of expertise, for clients outside the institution, for which some financial return is provided;
  - 2.1.2 Unlike research it does not have as a prime purpose the generation of new knowledge;
  - 2.1.3 Consultancy will produce some form of contracted output which maybe partly or wholly owned by the client.
- 2.2 **Excluded from the above definitions:** This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:
  - 2.2.1 Authorship of, or royalties from, the publication of books
  - 2.2.2 Service on public sector or charitable committees
  - 2.2.3 External examiner duties
  - 2.2.4 Lecture tours and conference presentations or attendance
  - 2.2.5 Editorship of academic journals or the publication of academic articles

College arrangements for the consideration and approval of consultancy activity may vary.

**2.3** Staff should seek advice from their Head of College if they are unclear about whether their proposed work constitutes consultancy. The Research Office will provide advice where necessary to Head of College in reaching a decision about the classification of a particular piece of work, but the final decision should be made locally.

**3. Permitted level of Consultancy**

**3.1** BCS employees are permitted to undertake up to 3 working days consultancy activity per academic year with the approval of Principal.

**3.2** In some circumstances College may authorize staff to undertake further consultancy work out with this limit, but this must be discussed and approved by the Head of College on a case-by-case basis.

**4. Approval of Consultancy Activity**

**4.1** The decision process for whether an individual is permitted to undertake a piece of consultancy is handled at a local level. All consultancy proposals should be passed to the appropriate Head of College in the first instance. The Head of College will make the decision to accept or decline the proposal.

**5. Income distribution:**

Income raised from Consultancy	College	Department	Employee of the College
Above Rs. 50000	20%	60%	20%
Below Rs. 50000	0%	50%	50%

**6. Recording activity**

**6.1** All staffs are required to record their consultancy activity with the Research Committee.

**6.2** Original copies of the contracts must be forwarded to the Research Office for the College records.