

## CONSULTANCY POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
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Title	CONSULTANCY POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

### INTRODUCTION

Consultancy is an effective way by which higher education institutions may disseminate knowledge and make a positive contribution to society. Colleges offering under graduate and post graduate programmes could promote industry academia interface through consultancy, by encouraging faculty to share knowledge and expertise with other organizations. This Policy provides guidelines to ensure that consultancy assignments undertaken by staff are in alignment with mLAC's philosophy.

### OBJECTIVES

- To provide a clear framework for the staff to engage in consultancy in official capacity.
- To ensure that the balance between consultancy and the traditional roles of the staff are managed and the interests of the college are protected.

### Definitions

**Consultancy** is work of a professional nature, undertaken by institutional staff in their field of expertise/ areas of core competence, for clients outside the institution, for which a fee is charged.

The prime purpose of consultancy is not to generate new knowledge. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. The institution normally does not have freedom of publication over the results of consultancy.

Consultancy does not include activities which form a part of the job role, such as:

- Research
- Teaching
- Training
- Other activities defined in an employee's job description

**Consultancy in official capacity**, is where the contractual relationship is between the client and the college and not the individual consultant/ employee. This form of consultancy is for Women, Autonomous Science Post, Bangalore - 560 012.

**ATTESTED**

*M. S. S. S.*  
**Principal**

provides a direct financial return to the college.

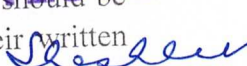
**Consultancy in personal capacity**, is where the individual acts entirely in a personal capacity with no legal link to or liability on the college. No resource belonging to the college, name of the college or expertise/ core competence developed in professional capacity while in employment, may be used for this activity. Examples of such resources are equipment, IT equipment including PCs, telephone, space, expertise and IP. In such consultancy, employees shall not establish a real or potential conflict with their obligations to the institution or undertake activities which are contrary to the interests of the institution.

### Approval of Consultancy Activity

- Employees undertaking consultancy work shall seek approval, prior to carrying out the work whether during normal hours of work or outside working hours.
- All consultancy proposals shall be addressed to the Principal.
- The proposal shall include details of (i) the organization / individual seeking the consultancy service (ii) the nature of consultancy work (iii) the institutional resources that would be utilized / required for the consultancy service (iv) the quantum of work involved in man hours per week (v) Financial details
- The decision to permit an individual employee to undertake a consultancy activity shall be taken by the Principal.
- In a situation where the Principal proposes to offer consultancy, she/he shall seek consent from the Board of Trustees/ Managing Trustee.

### Obligations to third parties

- The research and knowledge generation activities that employees undertake for mLAC during consulting activities is done collaboratively with and/or is funded by an external organization. This will normally mean that there are obligations in respect of any Intellectual Property generated and third party confidential information exchanged in such projects. It is recommended that an agreement (Memorandum of Understanding) be executed between the consultant and consulting parties explicitly stating the terms and conditions regarding confidentiality and intellectual property rights. Each employee is responsible for familiarizing her/himself with the terms of any such agreement relating to projects they are involved in and should respect the confidentiality of information belonging to third parties.
- Employees seeking to undertake consultancy should be careful to consider existing obligations to third parties (including those obligations entered into by their colleagues or other members of the college) and not do anything which might put the college in breach of its obligations to them. In particular, employees should be careful not to use confidential information of a third party without their written consent and not use any Intellectual Property unless they are confident they are aware of the constraints on the use of the same.

**ATTESTED**  
  
 Principal  
 Maharani Lakshmi Ammanni College  
 for Women, Autonomous  
 Science Post, Bangalore - 560 012



## Revenue Distribution

### Consultancy in Personal Capacity

When an individual undertakes consultancy in personal capacity, all revenues accrue to the individual who must however declare the income to the relevant authorities.

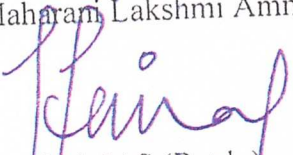
### Consultancy in official capacity

In order to incentivize employees to engage in consultancy, the income from such consultancy, after deduction of direct expenditure involved in carrying out the consultancy project, shall be distributed in the ratio of 3:2 between the consulting employee and mLAC. Only full-time employees shall be eligible for such income sharing.

### Dispute Resolution

The clause regarding dispute resolution shall be incorporated in the Memorandum of Understanding to be entered with the party while undertaking a consultancy project. In case of any dispute remaining unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the institution.

For Maharani Lakshmi Ammanni College Trust (Regd.)

  
Sri. K. Jai Raj, IAS (Retd.),  
Managing Trustee

**MANAGING TRUSTEE**  
Maharani Lakshmi Ammanni College Trust (R.)  
Malleswaram, Bangalore - 560 012

**ATTESTED**

  
**Principal**  
Maharani Lakshmi Ammanni College  
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