

CONSULTANCY POLICY

Consultancy involves leveraging one's intellectual knowledge, expertise, training, technical initiative, research assistance often within an institution's resources and infrastructure, to provide solutions to problems faced by external organizations such as industries, corporations, or other institutions. Consultants typically offer specialized skills, technical insights, research assistance, and training to address specific challenges or to enhance processes within client organizations. This collaborative approach allows consultants to apply their knowledge as an individual or as a team using the infrastructure or resources or facilities of the institution for offering solutions to the problems for collaborating institutions, industries and corporates in practical ways that benefit their clients and contribute to achieving their goals.

Consultancy Policy

Lady Doak College engages in consultancy services that contribute to meet the needs of both society and industry. Consulting allows the application of academic expertise and research findings in practical ways that can benefit various stakeholders beyond the academic realm. It also monitors and promotes the creation of new knowledge in an ethical and evidence-based research environment to meet emerging academic, social and industrial needs. The College also promotes sharing of knowledge as free or paid consultancy services.

Eligibility Criteria:

Faculty members can execute consultancy projects if they have a post-graduation degree in their area of specialization and are permanent aided and self-financed faculty members. Their years of service in the college can be considered for consultancy (minimum 3-5 years). Customers may be people, institutions, companies, governmental entities, or nonprofit associations.

Consultancy Guidelines

1. Consultancy services can be undertaken by all permanent faculty members with prior permission obtained from the Principal & Secretary through Head of the Department/Co-ordinator and through R&D Co-ordinators. Nature of work, work plan, ethical clearance and consultancy cost budget should be submitted in detail along with the request.
2. The Consultant faculty-in-charge focuses on the technical and academic aspects of the project, while the R&D Cell handles the administrative aspects to ensure smooth project execution.

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3. Faculty members are typically permitted to devote an average of 16 hours per week, which is equivalent to two working days, for all consultancy projects during a semester. This allocation of time allows faculty members to engage in consultancy activities while still fulfilling their obligations within the college. **It is the faculty member's responsibility to ensure that their academic work and regular classes are not compromised by taking on the consultancy project.**

4. Consultancy and related services offered will be divided into two categories:

Category A: Expert Advice and Development Projects

These projects are expertise-intensive and rely on the specialized knowledge of the Consultant(s).

Category B: Testing Projects

These projects are infrastructure-intensive and heavily utilize the LDC infrastructure (eg. Science Instrumentation Centre)

5. Consultancy services may be undertaken as follows:

- **Institutional** - a team of faculty members from the same department or from different departments of Lady Doak College may jointly be involved in this type of service
- **Individual** - any permanent faculty member may be involved in this type of service

6. Facilities available in the college can be used for consultancy purposes with prior permission from higher authorities.

7. Each project shall be executed under one of the following conditions:

- **Standard Terms and Conditions:** This applies when the project proceeds in good faith, with obligations and responsibilities of both parties governed by predefined standard terms and conditions
- **Specific Research Agreement or Memorandum of Understanding (MoU):** This involves a detailed contract outlining specific project details

For an effective Memoranda of Understanding (MoU) and Memoranda of Agreement (MoA) between the college and external entities (industries, corporates, institutions) for consultancy services, it's essential to follow a structured approach. This will be decided as per directions of the legal advisor of the College. Before commencing the consultancy, both partnering institutions must approve a detailed work plan, including the budget.

8. Lady Doak College sets a minimum total budget of Rs.1000 for individual consultancy projects and Rs. 5000 for team projects, with provisions for excluding the Service Tax and

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including LDC overhead charges.

9. Revenue generated through the consultancy services shall be shared between the institution and the individual.

Institutional consultancy services

- 50%- to the college (inclusive of overhead charges)
- 50% - to the group of faculty members

Individual consultancy services

- 30 % - to the College (inclusive of overhead charges)
- 70% - to the individual

10. The consultancy cost should be paid online to the College and then shall be shared by the institution and the faculty member(s).

11. The fees will be determined on a case-by-case basis in consultation with the client. Generally, the financial structure for consultancy is subjected to minimum variation based on logistics and other protocols required/involved for consultancy.

12. The client organization is responsible for covering all expenses related to the consultancy project. This includes Lady Doak College overhead Charges and applicable Service Tax.

13. Lady Doak College Overhead Charges:

The amount paid to the college (50% of the consultation charges) will be allocated as follows:

- For projects not using laboratory resources or studio facilities at Lady Doak College, 10% will be debited as administrative charges and 20% will be allocated to a departmental professional corpus. The remaining 20% will be credited to a professional development fund for the consultant(s)
- In the case of projects utilizing LDC laboratory or studio facilities, 20% of the amount paid will be debited as administrative charges and 15% will be allocated to a departmental professional corpus. The remaining 15% will be credited to a professional development fund for the consultant(s)

This corpus likely supports professional activities and initiatives within the department. These financial guidelines ensure that Lady Doak College can recover costs associated

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with hosting consultancy projects while also supporting departmental and individual professional development within the institution.

14. Lady Doak College recommends that faculty members charge a minimum daily fee for Scientific/ Technical / Professional advice.

- The consultant in-charge, who is overseeing the consultancy project, has the authority to sanction payments to technical and supporting staff. The daily rate for these payments should not exceed one percent (1%) of the respective staff member's salary
- Students who are willing to participate in consultancy projects may do so in accordance with college regulations, ensuring that such activities do not compromise their academic commitments or performance. Compensation in the form of work scholarship may be provided for their work

15. Recruitment of Temporary Staff

- Recruitment of temporary staff for consultancy projects should follow the existing norms and rules established by the university for project staff recruitment
- Ensure that all recruitment processes, including advertising, selection, and appointment, align with these norms to maintain consistency and compliance

16. Purchases and Travel

Project Funds

- All purchases and travel expenses for the consultancy project should be made from the funds specifically budgeted for these purposes
- Ensure that the project budget is properly allocated to cover all necessary expenses related to purchases and travel. Purchasing should include obtaining necessary approvals, following procurement procedures, and maintaining proper documentation. Travel rules likely include guidelines on travel authorization, allowable expenses, and reimbursement procedures followed in LDC

17. Guidelines for Faculty

- Staff can avail “On-duty” for the consultancy work in accordance with the college norms. All rules and regulations including the apportioning of the revenue generated are applicable irrespective of whether the faculty member avails OD or casual leave or takes up the consultancy project during non – working days.
- In free knowledge-based consultancy services, publication and any intellectual properties arising from consultancy work shall include the affiliation of the faculty

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member and acknowledgement of the facilities of the College

- Any difficulty or challenge faced during the course of the consultancy should be immediately brought to the attention of the college and the partnering institutions/organizations
- Any deviation from the objectives and terms of reference of the consultancy services should be approved by both institutions
- Upon completion of the consultancy, a report must be submitted to the college and the partnering industries/corporates/institutions. The report should include findings, impact, and any publications or presentations
- The consultant needs to maintain confidentiality of the report
- The department or faculty offering the consultancy service have to fill in the attached form for the consultancy offered
- Project proposal writing or establishment of laboratory/pilot plant, efficacy testing of new products or drugs, training of staff members or students, consultancy on quality improvement, product development or any other work as approved by the Principal and Secretary will be considered as a consultancy service
- The remuneration received for acting as external examiner, evaluation of answer scripts, delivering lectures, serving as resource person for workshop/refresher course, attending conferences and similar activities *shall not* be included under consultancy services
- The college/faculty members *shall not* be held liable for any lapses arising out of the consultancy services provided
- The charges for the consultancy services will be decided by the administrators of the College
- The policy will be reviewed periodically depending on the need
- Faculty members who are offering consultancy service should sign an agreement with the client, with the scope of work, deliverables, timeline, and compensation
- Conflict of Interest: It is the duty of the faculty members to be transparent about any possible conflicts of interest resulting from their consultancy, including any financial or interpersonal ties with the client. **If consultancy offered hinders a faculty member's duties to the college or endangers the institution's reputation, the college reserves the right to reject it**

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- Intellectual Property: Faculty members should ensure that any intellectual property created as a result of their research or consulting work is secured and properly credited. When the college contributes substantial resources or support to the research or consulting effort, it reserves the right to claim a portion of the intellectual property rights
- Compensation: Subject to the provisions of the consultant agreement, faculty members will be paid for their research and consulting services. In order to support its research efforts, the college will withhold administrative costs from the pay
- This policy aims to promote research and consultancy activities among faculty members while maintaining academic integrity and upholding the college's reputation. Faculty members are encouraged to undertake research and consultancy work that aligns with the college's mission and values, and to adhere to the guidelines and procedures outlined in this policy

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R & D Cell Co-ordinators

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Principal & Secretary

Principal & Secretary
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Research Consultancy Form

Names of the Faculty / Team

Names of the Departments:

Nature of Consultancy:

Title of the Consultancy

1. Faculty training
2. Corporate training
3. Service for industries
4. Others, specify

Signature of the Consultant

Signature of the HOD