



Re-accredited by NAAC with 'A' Grade with CGPA 3.62/4
Ranked 95 in College Category - 2021 under NIRF, Ministry of Education, Government of India
Recognised as Centre for Research Capacity Building under UGC-STRIDE Scheme
Recognized under DBT - BUILDER Scheme, Government of India
College with "STAR STATUS" Conferred by DBT, Government of India
Recognised by UGC as "College with Potential for Excellence"

CONSULTANCY CELL

St Aloysius College (Autonomous), Mangalore - 3

St Aloysius College (Autonomous), Mangaluru recognizes the potential of consultancy activities in advancing our contribution to the knowledge society, enhance the social and economic impact of College activities and support the enterprising and innovative spirit of the campus resulting in quality teaching and learning. Staff of the College is encouraged to engage in consultancy for external bodies as a legitimate and valued College activity, provided such consultancy is consistent with the objectives of the institution and the contractual responsibilities of the faculties and each individual concerned. Approved College consulting activity will also be taken into consideration in promotion applications. In recognizing the value of consultancy activities, the college provides professional indemnity and other insurances for employees when undertaking consultancy work on behalf of the college and will provide additional professional backing through Research and Innovation Support.

OBJECTIVES:

1. To encourage and develop the College links with industry, commerce and the wider community through high quality consultancy activities which in turn enhance the expertise of staff, facilitate new research opportunities and drive our curriculum;
2. To provide a clear consultancy framework for all stakeholders;
3. To manage our external links effectively to ensure appropriate returns to both staff and College for use of resources and intellectual endeavor;
4. To provide incentives for staff to undertake consultancy work.

Contd on Page 2

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CONSULTANCY:

'Consultancy' is the transfer or application of knowledge to address a client's articulated need. 'Consultancy' differs from Research as it involves the application of existing knowledge and/or techniques and normally there is no academic output such as publications in academic journals and any such publication would generally require the outside party's prior consent. The service provided produces a set of deliverables for which the client pays an agreed consulting fee. In general, the deliverables produced are the property of the client. In general, consultancy projects are short in nature. However, it is possible to undertake consultancy projects over a longer time period where the actual time to be spent is agreed with the client.

COLLEGE CONSULTANCY:

College Consultancy is defined as a contractual arrangement for the provision by the institution or the department/school or an employee or group of employees of the institution, of defined professional services other than research, based on the client's articulated need, to a client (external party) using institution space, equipment, services, facilities or staff time, in return for a fee or some other form of remuneration. Such engagement with outside parties is regarded as part of normal academic duties. It is institution's preference that its staff operates through College Consultancy Contracts. In College Consultancy Contracts, it is the institution which contracts with the outside body, which bears the cost of the necessary indemnity, and which accepts the liability should anything go wrong.

COMMUNITY SERVICE CONSULTANCY:

Community Service Consultancy is a specific category of College Consultancy that covers any agreement for the provision by the institution of advice or service to the local community. Staff engaging in Community Service Consultancy will be covered under the Standard College Consultancy Approval Process as laid down in this policy.

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SCOPE OF CONSULTANCY SERVICES OFFERED:

- 1.1. Consultancy Services may be offered to industries, service sectors, government departments and other national & international agencies in niche areas of expertise available in the institute.
- 1.2. The service offered shall be along lines of 'Professional Services' and will carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions of the institution.
- 1.3. Consultancy services offered will cover a variety of activities.
- 1.4. Testing & Evaluation services are to be normally offered in selected specialized areas, in order to meet the needs of certain governmental and related agencies, special clients and other outside educational institutions.
- 1.5. Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic Calibration / Standardization of laboratory equipment used for such purposes.
- 1.6. The consultancy work which is too complex to handle, because of certain constraints inherent in any academic and research environment should not normally be taken up.
- 1.7. All Consultancy works and related jobs need to be structured and executed in the spirit of promoting Industry-Institute Interaction, as a vehicle for augmenting (current levels) excellence in teaching and research, for proper placement of St Aloysius College (Autonomous), Mangaluru graduates (U.G./ P.G. / Ph.D.) and in the process, generating funds.
- 1.8. All the research projects sponsored by the Government (DST, DBT, ICMR, DRDO, etc.), public, private, national & international agencies and autonomous bodies do not fall under the purview of consultancy services.

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Consultancy and related services offered will be categorized mainly as under:

- (a) **Category 1: Individual Consultancy:** (Expert Advice and Development Project)
Consultancy that does not involve the use of any institutional facilities and is solely based on the expertise of the Consultant.
- (b) **Category 2: Institutional / Departmental Consultancy:** Consultancy that involves the use of College infrastructure / facilities such as equipment, instrument, laboratory staff, etc.
- (c) **Category 3: Testing and Evaluation / Calibration and Standardization Services:** This service involves the routine testing and evaluation in order to meet the needs of outside organization / agencies / educational institutions.

The consultancy and related services should not interfere with the normal teaching and research activities in the College.

STRUCTURE / GUIDELINES

1. Consultancy means offering expertise of the faculty members to others / public (consultee) for a specified fee. Consultancy may be in the form of giving expert knowledge of the staff to the consultee for fee or providing technical assistance to others for fee. Consultancy may be done during the working hours or outside the College hours, but it should be done through the college. Consultancy services may be offered either individually or as a group of experts or as a department in the particular field.
2. There shall be a Dean for the Consultancy cell. He / She shall be in-charge of Consultancy to coordinate and promote.
3. All consultancy assignments by the faculty members should be undertaken with the prior approval of the authority/Dean/Head of the Department concerned.

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4. Individual Staff / Faculty as a group may carry out consultancy in their specialized areas of knowledge/expertise. Departments can combine and provide consultancy. Consultancy can be provided with collaboration with external experts or business firms.
5. Fee may be charged based on the demand for the specified service. Individual staff and the department concerned may decide the fee to be charged.
6. GST at the rate of 18% should be charged for consultancy services provided to general public (i.e. other than students of the Institution). However, services provided by an educational institution to its students, faculty and staff are exempt from GST as per Notification No. 12/2017 – CT(R) dt. 28th June, 2017. Hence, no GST shall be collected for consultancy services provided to students of the institution. In the tax invoice (or bill of supply) SAC has to be mentioned.
7. A common receipt book printed by the MJES is to be maintained for receiving the fee of all consultancy services. The consultancy fee will be collected by the finance office after submitting the consultation particulars from the respective department which includes name of the student/consultee, address of consultee, department, nature of consultation, name of the staff (consultant), consultation fee and signature of consultant.
8. Staff can approach the Dean for reimbursement of the consultancy fee at the end of academic year.
9. A Register of consultations (details of consultation and signature of consultee) will be maintained by the staff / faculty concerned and handed over to the Dean, Consultancy at the end of academic year.
10. Each consultant has to be allotted certain number of consultancy hours every week which should be marked in the time table.

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11. The fee received may be shared in the ratio of 60:40 for Social sciences, Commerce and Management. 60% of the fee received will be for the consultant and another 40%, for the College in case of Social Sciences and Commerce where there is no need for laboratory. In case of Sciences where laboratory equipment is required, the ratio will be 50:40:10 where, 50% of fee collected will be paid to the consultant, 40% to the College and 10% will be paid to the non-teaching/support staff. The consultee shall be responsible for procurement of chemicals / consumables.
12. The Deans, HODs of the concerned departments along with the staff concerned will coordinate the Consultancy services of the Faculty, who in turn, will report to the Dean, Consultancy Cell.
13. Publicity of the consultancy services, expertise and infrastructural facilities offered will be done through the College website, notice board displayed in a prominent place of the College and other means which will be decided by the Dean, Consultancy Cell.
14. Infrastructural facilities provided by the College may be used for consultancy purpose.

Dr Mamatha
Dean, Consultancy Cell



Rev. Dr Praveen Martis, SJ
Principal