

CONSULTANCY-POLICY AND PROCEDURE

POLICY

Area: Research and Consultancy	POLICY NO: 102/2020	Document Owner: Principal	
Title: Consultancy	Issued on:	Revised on:	Pages: 3

PURPOSE

To establish a framework to support Consultancy activities at Christ College (Autonomous), Irinjalakuda.

SCOPE

This policy applies to Principal, HODs/Programme coordinators, Christ College Research & Consultancy Promotion Council (CCRCPC) members and Registered Research Guides of Christ College

POLICY STATEMENT

1. Christ College Autonomous identifies Consultancy as one of the prime areas to promote research. A tie up with industry drives the research to areas where necessity is the mother of invention. The knowledge produced through research within the research groups of Christ College can be used for the benefit of Industry and Society. A part of the revenue generated can be recycled back to promote research in Christ College.
2. This policy on Consultancy will provide a clear framework to the faculties/research group who are engaged in or wish to engage in consultancy works.
3. Faculty members involved in the Consultancy work can avail on-duty if industry/site visits are required.
4. The Consultancy work should not create a conflict of interest with normal role of faculty of Christ College.
5. Also, the consultancy work should not create a conflict of interest with the interest of Christ College, as well as that of the Government.
6. Publication if any arising from consultancy work should include the faculty affiliation of the college and acknowledge for the facilities used from the college.
7. CCRCPC Cell benchmarks the revenue to be collected for using the college facilities every year.
8. The revenue generated out of consultancy services should be shared with Management, Faculty/research Group and Department as follows

Particulars	Faculty/Research Group	Department	Management
Using College space or Instrumentation facility	40%	30%	30%
Service using the expertise/knowledge of faculty/research group	60%	20%	20%

RESPONSIBILITIES

1. Principal receives the requests for Consultancy services and after screening forwards to CCRCPC.
2. CCRCPC (Christ College Research & Consultancy Promotion Council) should take necessary steps to improve the Consultancy works in Christ college. Discussion meetings and MoU draft should be convened by CCRCPC.
3. HOD/Course Coordinator should ensure that the consultancy work is not in conflict with the normal faculty role of the faculty.
4. The Faculty/Research group should conduct the consultancy work within the stipulated time and should maintain necessary documents in accordance with the Intellectual Property Rights.

FEEDBACK

Christ College Research staff and Consultancy Clients may provide feedback about this document by emailing iqacchristijk@gmail.com

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Council
Administrator	Principal
Approved on	
Next Review Date	

1. The person/organization who requires a consultancy service should write a request letter to the Principal.
2. After screening Principal forwards, the request to CCRCPC. The CCRCPC identifies the research group/faculty who have the required expertise.
3. Consultancy Cell convenes a meeting with the client in the college premises to discuss the terms and condition. HOD/Course coordinator (of the concerned faculty/research group), Research group/faculty, Coordinator of Christ College consultancy Cell should participate in the meeting with the client.
4. After discussion an MoU may be prepared in which the nature of consultancy work and commercials are clearly depicted and signed between the client and Christ College.
5. The faculty/research group engaged in the consultancy work shall periodically report the progress of the consultancy work to the Principal through HOD/Course Coordinator and CCRCPC.

APPLICATION FOR CONSULTANCY SERVICE(EXPERTISE/KNOWLEDGE) FROM CHRIST COLLEGE

Name of Person/Industry:

Permanent Address:

To,

Principal,

Christ College (Autonomous), Irinjalakuda.

Sir,

I/We seek the expertise of your institution to solve one of our problem (*Give short description.....*
.....) encountered in our process. Kindly render your Consultancy service.

Yours Sincerely,

Name & Signature with date

Forwarded to Christ College Research & Consultancy Promotion Council (CCRCPC)

Principal

APPLICATION FOR CONSULTANCY SERVICE (SPACE/INSTRUMENTATION FACILITY) FROM CHRIST COLLEGE

Name of Person/Industry:

Permanent Address:

To,

Principal,

Christ College (Autonomous), Irinjalakuda.

Sir,

Please grant permission to use.....facility of your college for our research/consultancy work

Yours Sincerely,

Name & Signature with date

Forwarded to

HOD/Course Coordinator

Christ College Research & Consultancy Promotion Council (CCRCPC)

Principal

DOCUMENT CONTROL

1. The meeting with the client should be recorded in the minutes of CCRCPC.
2. Principal of the College is the custodian of the MoU signed, if any.
3. The report of the Consultancy work should be prepared by the Research group/Faculty and should be kept in confidential with Principal/Christ College consultancy Cell.