

**RAJAGIRI COLLEGE OF SOCIAL SCIENCES
(AUTONOMOUS)**

CONSULTANCY POLICY

**Rajagiri Valley P.O
Kakkanad, Kochi – 682039
Kerala, India**

Preface

Rajagiri College of Social Sciences (Autonomous) is functioning as a socially responsible educational institution and seeks to release the talents of our staff and students for the benefit of the economy and society as a whole. The college is committed to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact. This external engagement takes many forms but in defined circumstances may be considered as “consulting” activity. Such consulting activity will usually deliver additional income to the college and/or financial benefit to an individual. Individual benefit will normally be in the form of additional income, or access to earmarked resources through the college account. The college permits up to 30 days of consulting activity per year for eligible faculty members subject to terms and conditions of the consultancy policy. Time allocated for consulting activity is not a right, and requires written permission from the Executive Director/Principal or a person designated by them. A record must be kept by the members of faculty with respect to the consulting activity as defined in this policy. In considering whether or not permission should be given for consulting activity the Executive Director/Principal will take into account factors such as the compatibility of the activity with the responsibilities and commitments of the faculty member, potential conflicts of interest, and the use of college resources.

The Institute reserves the right to amend the rules and regulations mentioned in this policy without any prior notice.



Dr. Binoy Joseph
Principal
Rajagiri College of Social Sciences

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1. Introduction

Rajagiri College of Social Sciences (Autonomous) has a vision to provide research driven environment and facilities to the students and faculty in the college. The College recognises 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 other external agencies and therefore contributes to the development of growing and productive relationships with these bodies. Consultancy activity within the Rajagiri is often associated with other contractual relationships, including research, service contracts. It is therefore the policy of Rajagiri to encourage staff to engage in consultancy wherever appropriate and in a manner that is consistent with their contractual responsibilities. This document draws policy guidelines with regard to consultancy activities of faculty members.

2. Consultancy – Meaning and Scope

Consulting is defined as part of knowledge transfer, and arises where knowledge and expertise can be deployed successfully outside the College environment for financial and non-financial benefit. This may include a range of consulting activities including the delivery of knowledge outside the college in the form of various training programmes. RCSS uses a broad definition of consultancy which includes the provision of expert advice, analysis and interpretation, which draws upon and applies the expertise and knowledge of members of its faculty. Generally, it does not have generation of new knowledge as its prime purpose. Consultancy contracts are thus usually short-term, from a day to a few months, and involve extra work for faculty members rather than employment of new staff. The essential features of consultancy are:

- Consultancy is work of a professional nature, undertaken by the faculty members in their field of expertise, for clients outside the institution, for which some financial return is provided;

- Unlike research it does not have as a prime purpose the generation of new knowledge;
- Consultancy will produce some form of contracted output which may be partly or wholly owned by the client;
- It tends to be governed by short-term contracts, makes minimal use of College resources and involves extra work for existing faculty members rather than the employment of new staff

This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:

- Authorship of, or royalties from, the publication of books
- External examiner duties
- Study tours and conference presentations or participation
- Editorship of academic journals or the publication of academic articles
- Professional arts performances
- Any other research activities mentioned under research and publication policy for which monetary incentives are applicable
- Core teaching or teaching related activities within the institution.

3. Eligibility

Policy permits eligible faculty member to offer their services on a consultancy basis for up to a maximum of 30 days in total through permitted routes in any 12-month period. Nominally 30 days may be interpreted as “30 working days or parts thereof” and does not include consulting done as part of core Faculty activity. However, it is recognised that working within the college environment sometimes may involve weekend or unusual patterns of work. Thus interpretation of the 30-day rule shall lay with the management whose decision is final.

4. Conflict of Interest

Faculty undertaking Consultancy activity must ensure that:

- The consultancy work does not create a conflict of interest with the Faculty member's regular work schedule in the college
- The work is marginal rather than core to the research programme of the Faculty

5. Income Sharing Policy

- The income that the consultancy assignment brings in shall be divided among the faculty member and the College in the ratio of 60:40; or 80:20 depending on the contract between the College and the faculty member.
- This division shall be done after the administrative expenses have been deducted from the total remuneration.

6. General Conditions

The College is liable for the actions of its employees during work-related consultancy even if the actions or activities are not covered by an agreement involving the College. The College, therefore, strictly prohibits a faculty member from entering into work-related consultancy arrangements with outside agencies without approval from the College. Any consultancy assignments undertaken by RCSS faculty member should follow the following general guidelines:

- Any faculty member desirous of undertaking a consultancy assignment should obtain approval from the Executive Director/Principal, by submitting a proposal to the College
- Any training and consultancy assignment taken up by a faculty member during the College working hours has to be reported to the College

- If a faculty member is instrumental in bringing in a program or assignment which the College allocates to another faculty member, then 5% of the total value of the assignment shall be paid to the faculty member who brought in the project.
- If the assignment comes through the College, then, 5% of the total value of the assignment shall be allocated to the College.
- In the case of an assignment where more than one faculty member is involved, there shall be a coordinator who either volunteers or is appointed by the Principal. The coordinator shall get 5% of the amount after deducting the administrative expenses
- If the co-ordinator is also involved in delivering the consultancy assignment, apart from his/her role as co-ordinator, he/she is eligible for his/her share of remuneration in addition to the amount that is distributed to the co-ordinator.
- All the members involved in the consulting assignment shall be equally compensated with the remaining amount.
- If a faculty member brings the assignment, and also co-ordinates it, he/she shall be eligible for 10% of the amount (5% for bringing the assignment and 5% for co-ordinating the activity)
- If it is a training assignment, where other faculty members are included, the amount shall be distributed as per workload, where the remuneration shall not be less than Rs. 3000/- per hour for junior faculty (less than 10 years of industry/academic experience), and Rs. 5000/- per hour for senior faculty. The College may, from time to time, revise these rates. Such amount shall be counted as part of administrative expenses.

7. List of organisations/ companies associated with us.

- Asian School of Business
- CGH Earth Group
- Cochin Shipyard Ltd
- EY India (ESAF)

- Federal Bank Ltd
- Foulath Holding B.S.C (Closed)
- Immco Inc
- Indo Cosmo Pvt. Ltd
- Insight for Financial and Business Consultancy LLC
- Kancor Ingredients Ltd
- Karnataka Health Promotion Trust
- NTPC Limited
- Omani Qatari Telecommunications
- Red Events
- Sud-Chemie India Private Limited

ANNEXURE

- **Claim Form**

RESEARCH INSTITUTE RAJAGIRI
RAJAGIRI VALLEY, KAKKANAD, KOCHI- 682039

FORMAT FOR CLAIMING SHARE OF THE INCOME GENERATED FROM
EXTERNAL TRAINING / CONSULTANCY ASSIGNMENTS UNDERTAKEN BY FACULTY

Project Details		
Gross Revenue		Rs.
Less: Total Expenditure		Rs.
Net Revenue		Rs.

NET REVENUE DISTRIBUTION

Particulars	Percentage	Amount
College - Share	40%	
Resource Persons / Business Development	60%	

RESOURCE PERSONS/BUSINESS DEVELOPMENT'S SHARE DISTRIBUTION

1) Resource Persons		
2) Business Development		

Programme In Charge

Principal /Executive Director