



St. Francis

College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

Consultancy and Revenue sharing practices in Educational/ Research Institute

SFC - CONSULTATION POLICY

Consultation service at SFC is an active process in which organization opens formal and informal communication channels between the organization and its stakeholders.

The services / consultancy provided at SFC

- Institutional consultancy
- Individual consultancy
- Technical services

I. Consultation Activities taken up by the Institution

- For development, modification and alteration of a product/part of product or services for any individual industry or organization external to the College shall fall under consultancy where one or more staff works for such development for a pre agreed cost and period
- Any kind of professional advice given by one or more staff of the College to external organization/firm/individual for a pre decided cost and time
- Any research work undertaken by one or more staff of the College for any external individual or organization to develop product or process or services
- Conduct of any special courses, chairing/participation in organized activities, delivery expert advice/discourse for a fee to any outside organization / individual
- Any royalty of fees received for any Intellectual Property by a staff and any fees received from outside

II. Consultancy services are categorized into three classes:

1. Advisory consultancy in which college facilities are not used.
2. Advisory consultancy in which college facilities are used.
3. Service consultancy I, in which college facilities like equipment are used, but consumables are not provided.
4. Service consultancy II, in which college facilities (equipment are used and materials are provided by the college.

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Principal
St. Francis College for Women
Begumpet, Hyderabad-16.

III. Consultancy Process Research and Development

- All the staff are eligible for providing consultancy and when an opportunity arises for consultancy, the Research Cell is contacted.
- Research Cell will do the initial survey/preliminary inquiry and inform the Principal.
- Further discussions with the client may be conducted if there is a need. After arriving at an agreement, an **Agreement Form** will be initiated by the Research Cell which will be signed by the client and the Principal on behalf of the College.
- Any contingency expenses incurred in respect of consultancy project will be met from the funds received from the same consultancy project. The fund left after deducting such expenses will be considered as net gain from the consultancy work.

IV. Contingency and Incidental Expenses:

- The net gain as worked out (Money Received from the client minus all incidental charges incurred for the consultation work) will be divided in ratio of 60: 40 i.e. 60% of the gain will be paid to the faculty/staff who worked for the project and 40% will be retained by the College.
- College will plough back the share received by it in developing facilities to improve consultancy infrastructure.
- **The distribution of consultancy amount will be as under:**
- **Advisory consultancy in which college facilities are not used, 100% will be given to the Faculty (Governing body member, BOS member and Faculty as resource persons)**
- **In case of advisory consultancy where college facilities are not used, but activity conducted within Institution premises, 75% of the amount received for cost of consultant's time, including intellectual fee will be paid to the consultants and 25% will be accrued to the College (10% administrative charges and 15% Department account).**
- **In case of service consultancy, I, II 60% of the amount received for cost of consultant's time, including intellectual fee will be paid to the consultants and 40 % will be accrued to the College.**
- **Out of the total share of the College (40%) of the consultation charges.**
- **10% will be paid to the College as administrative charges, 10% will be paid to the Corpus fund for research development of the college. The rest 20% will be deposited in the department fund, for the purchase of equipment and material required for the academic activity.**
- The payment received for consultancy will be deposited by the client to the College bank account as per terms of the agreement.
- In case of faculty going for chairing an expert session, expert discourse on behalf of the College agreement form will not be raised.

V. Appraisal Report:

Consultancy work done by the staff will be entered in the Report and the staff will be given extra weightage in Performance Index.

VI. Closing Report:

After completion of the consultancy work a detailed report will be submitted by concerning staff in writing to FRC in which he/she should mention complete details of work, resources used from outside, results and feedback of the second party for whom the task was undertaken. Research Policy amendments shall be made as per the requirements. In any case the decision of the management is final.

Design Flow of Information for Undertaking the Consultancy Project

