

LEAD -Consultancy Policy & Procedures

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1. Preamble

Consultancy is an important channel through which knowledge and expertise could flow from LEAD College of Management to businesses and other external agencies, and it can contribute to the growth, development and productive relationships with these components of society. Consultancy activity in LEAD College of Management may be associated with contractual relationships, including research, service contracts etc. with government non-government organization and private organizations in lieu of a fee.

2. Purpose

To establish a framework to support Consultancy activities at LEAD College of Management.

3. Definitions and Scope

Consultancy is work of a professional nature, undertaken by members of university in their field of expertise, for clients outside the institution, for which some financial return is obtained. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. It will be governed by short-term contracts while making minimal use of college resources.

4. Scope

This policy applies to Director, Deans, academic staff, academic related staff, research scholars, Support Staff, adjunct faculty and visiting faculty associated with LEAD College of Management

5. Type of Consultancy

Private Consultancy is a direct arrangement between the individual acting in a personal capacity and a third party which is set-up and managed directly by the individual as permitted by their terms and conditions of employment.

Institutional Consultancy is an arrangement between the University and a third party which may involve a member of staff/research student and use of college facilities and other resources in the provision of the consultancy services.

6. Duration of Consultancy

1. The total time invested in consultancy activity is as per the requirement of the project taken.

2. The duration of any consultancy activity will be limited to that mentioned in the approved agreement.
3. Any Consulting assignment more than 30 days commitment or extension of time of consulting assignment due to some exigencies needs prior approval from the Director.

7.General principles of Consulting

1. A consulting assignment can be taken by individuals listed under the scope of the document in their areas of expertise.
2. Both individual and institutional Consultancy can be taken up with prior permission after filing the details in necessary forms provided by the College.
3. The consulting assignment should not interfere with the prime duties and responsibilities assigned to concerned individual(s) working in the College.
4. Those who are involved in the Consultancy work can avail on-duty if industry/site visits are required and claim reimbursement as per norms of the college.
5. Intellectual Property Rights or Journal Publication if any arising from consultancy work should include the faculty affiliation of the college.
6. Conflicts of interest may arise where (i) an individual providing consultancy has interests which might affect or be seen to affect the objectivity or professional judgement of the consultant or (ii) where the proposed Private Consultancy is in direct conflict with the interests of the College. The Consulting assignment should not create conflict of interest to the College.
7. Institutional facilities (e.g. space, equipment, consumables and support services) and IT infrastructure (e.g. University email accounts) cannot be used to support Private Consultancy. The activity should not be incorporated into unit workload planning, incentives or promotion plans
8. The revenue generated out of consultancy services should be shared with Management and lead employees mentioned in scope of the policy document

Particulars	Faculty/Others specified in scope	Department/Management
Institutional Consulting Services	40%	60%
Individual Consulting Services	60%	40%

9. The Institutional Consulting assignment will be in the form of MoU between Lead College of Management and the Concern where the College is offering Consultancy.
10. The faculty/research group engaged in the consultancy work shall periodically report the progress of the consultancy work to the Director.

Prepared & Issued by:	Approved by:
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Mrs. Yasmin Samad, Administrator

Dr. Thomas George K., Director

