



# MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

## INSTITUTIONAL POLICIES

**Policy No. 04**

**Title: CONSULTANCY POLICY**

**Date of Issue: 01.05.2022**

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Consultancy is work of a professional nature, undertaken by the faculty and staff in their field of expertise. It is an important channel through which the Institution can share its knowledge and expertise to the industry and contributes toward the industrial growth, strengthen institute-industry interface and enrich the professional experience of faculty and staff. Consultancy activity at MBCET can be associated with contractual/non-contractual relationships with Government/Non-Government organizations in lieu of a fee or free of cost.

### **1.0 OBJECTIVE**

To promote academic, industry and research interaction and to encourage and facilitate faculty and staff to provide knowledge and service inputs sought by industry, Government agencies or other academic / research organizations.

### **2.0 DEFINITIONS AND SCOPE**

Consultancy includes an assignment or job basically for providing expert advice, problem solving, targeted training, testing and laboratory based experimental work, market research and survey. The faculty member of the Institute involved in consultancy is referred as consultant and the industry or private party or any other outside agency seeking consultancy is referred as the beneficiary.

This consultancy policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of intellectual level of the society at large. Such activities, among others, would be:

- i) External examinership and assessment,
- ii) Lectures and conference presentations,
- iii) Editorship of academic journals or the publication of academic articles,
- iv) Royalties from authorship and publication of books,
- v) Official position of professional bodies,
- vi) Contributions to broadcast media programmes,
- vii) Charitable services,
- viii) Work which falls outside the professional expertise for which the member of staff is employed at MBCET,

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- ix) Non-executive directorships (which should be reported to the Head of the Institution), and
- x) Any other, as decided by the Management.

### 3.0 POLICY STATEMENT

The institution encourages its faculty and staff to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the College. The two types of consultancy are Individual Consultancy and Institutional Consultancy. Individual Consultancy is offered by a faculty member in his/her individual capacity. Institutional Consultancy is offered by a team of faculty members from the same discipline or different discipline of the Institute.

- 3.1) The consultancy services should be undertaken only with prior permission of the Institute.
- 3.2) When the consultancy work involves obligations in respect of any Intellectual Property generated, it is recommended that an agreement (Memorandum of Understanding/Memorandum of Association) be executed between the consultant and consulting parties explicitly stating the terms and conditions regarding confidentiality and intellectual property rights.
- 3.3) It is ensured that the consultancy activity does not interfere with the discharge of prime duties of the consultant, the faculty member or the Department, and is not in conflict with the interest of the Institute.
- 3.4) It is mandatory that the consultant does not directly or indirectly get associated with any activities which may be unethical or inappropriate, and demonstrate utmost professional integrity and intellectual honesty.
- 3.5) In the case of foreign consultancies, the Institute will permit to take up the consultancy based on the nature of the consultancy work.
- 3.6) Consultancy work shall be undertaken ensuring that the institution is indemnified against any legal implications and financial risk.

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### 4.0 RELATED PROCEDURES AND OTHER DOCUMENTS

- i) Guidelines and Rules for Consultancy and Testing Projects

### 5.0 POLICY HISTORY

Version/Date	Prepared by	Approved by	Remarks
V1.0/			Original Version
V2.0/			Revised

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