



Consultancy Policy

Approved in the GC Meeting on 12/06/2024

Seva Mandal Education Society's

**SMT. MANIBEN M.P. SHAH WOMEN'S COLLEGE
OF ARTS & COMMERCE, (AUTONOMOUS)**

Under S.N.D.T. Women's University, Mumbai.

NAAC Re-Accredited B++ (CGPA 2.88/4) (Cycle:3)

UGC Status: College with Potential for Excellence (2016-2021)

Best College (2017-2018) S.N.D.T. Women's University

**Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex,
338, R.A. Kidwai Road, Matunga, Mumbai - 400019**

1. Preamble –

Consultancy is a practice of sharing the intellectual knowledge, expertise, as an individual staff or a group of staff members using the resources/ facilities/ infrastructure of the institution for offering solutions to the problems (received from collaborating industries/ corporates/ institutions). Therefore as a matter of policy, the college encourages its faculty members to undertake consultancy work on local as well as state level, with relevant institutions and corporates of high repute. The Institution has expertise in various research areas to provide knowledge and intellectual inputs that are of interest to the industry and other organizations.

2. Purpose –

1. To established a framework to support Consultancy activities at Smt. Maniben M. P. Shah Women’s College of Arts and Commerce (Autonomous), Mumbai.
2. To promote academic, industry and research interaction and to encourage and facilitate faculty to provide knowledge inputs sought by industry, government agencies or other academic / research organizations.

3. Scope –

This policy shall be applicable to all consultancy activities carried out at Seva Mandal Education Society’s Smt. Maniben M. P. Shah Women’s College of Arts and Commerce (Autonomous), Mumbai. This policy is also applicable to all collaborative consultancy services rendered by the College. The policy shall be binding on all members of the faculty, staff, research students, research fellows and alumni who are involved in consultancy activities at the College. All research consultancies provided by the College / its faculty shall be rendered as per the policies enlisted in this document.

4. Definition of Consultancy -

The college uses a broad definition of what constitutes consultancy. Its essential features are:

- Consultancy is work of a professional nature, undertaken by college staff 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 of 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, making minimal use of college resources, and involves extra work for existing staff rather than the employment of new staff.

Excluded from the above definitions:

- 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
 - Lecture tours and conference presentations or attendance
 - Editorship of academic journals or the publication of academic articles

- Professional arts performances
- Any other research activities mentioned under the research and publication policy for which monetary incentives are applicable
- Core teaching or teaching-related activities within the institution.

The consultancy provided may be of two types:

1. An individual staff offering consultancy on behalf of the institution.
2. A group/ a team of staff members offering consultancy on behalf of the institution.

5. Guidelines for Consultancy -

- The consultancy services might include - providing subject specific input / Counselling / offering technical assistance, data analysis, policy drafting, theoretical framework, advisory in HR/ healthcare/ business/ finance, making of prototype/ model/ product designing, etc.
- Appropriate Memorandum of Understanding (MoU) and Memorandum of Agreement (MoA) need to be executed between the college and industries/ corporates/ institutions, seeking consultancy services.
- The College will receive the problem statement(s) from collaborating industries/ corporates/ institutions. The principal consultant will be identified by the Principal, or Dean of Research and Development or by a staff authorized by Dean.
- A detailed work plan, including the budget needs to be approved by both the partnering institutions prior to the commencement of consultancy.
- The consultancy services should not interfere in the discharge of primary duties of faculty members of the college.
- The college management provides necessary amenities for the consultancy services.
- All consultants need to abide by the revenue sharing criteria determined by the college, which would be decided for the individual projects.
- Any difficulty or challenge faced during the course of consultancy should be brought to the immediate knowledge of the college and the partnering institutions/organisation.
- Any deviation from the objectives and terms of reference of consultancy services should be approved by both the institutions.
- On completion of the consultancy, a report needs to be submitted to the college and the partnering industries/ corporates/ institution

6. Policy for Revenue Sharing in Consultancy Services:

Consultancy work is expected to generate revenue both to the institution and its employees. The revenue generated out of Consultancy Services will be shared between the institution and the faculty in the following ratio:

S.No	Particulars	Institution	Faculty
1.	For utilizing college premises/ equipment/ research facilities	60	40
2.	For providing service using personal expertise of the faculty	30	70