



**Parvatibai Chowgule College of Arts and Science
Autonomous**

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

**CONSULTANCY POLICY AND GUIDELINES
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

I. PREAMBLE:

Parvatibai Chowgule College of Arts and Science encourages its faculty members to undertake Consultancy and other similar work provided there is no conflict with the objectives of the College. The purpose of this Policy is to lay down the principles and procedures governing Consultancy and other Services. This policy is prepared as per the UGC guidelines and as per statutes SA-38 of Goa University governing consultancy.

II. OBJECTIVES OF THE POLICY

- a) To facilitate faculty members of the College to take up consultancy.
- b) To provide opportunity for Teachers/staff to extend their professional expertise to Industry/Organization thereby helping the College achieve its mission of knowledge transfer to improve the local and regional economies.
- c) To optimize the use of infrastructure and facilities available in the college.
- d) To facilitate revenue sharing between Institution and consultant-teacher
- e) Provide opportunities to the students to work on real time projects as interns or as paid researchers.

III. DEFINITIONS

- "Policy" means this Policy on Consultancy and other Outside Services.
- "Consultancy" means generally the application of existing knowledge, expertise and skills, and includes other activities which are analogous to

consultancy activities such as business partnership or ownership, external appointments, and includes teaching commitments undertaken outside the College.

- “Individual Consultancy” relates to service rendered to an Industry/Organization or work done for them by the faculty member in his/her individual capacity.
- “Institutional Consultancy” relates to service rendered to an Industry/Organization or work done for them, by an Individual/Group /Department on behalf of the College. The Principal Consultant/Investigator shall be identified/approved by the in consultation with the Head of Department/Dean /Senior teacher.
- “Outside Services” means the other ancillary and occasional use of a Member of staff’s expertise and knowledge that is normally expected of academics, such as guest lecturing, presentations at conferences, serving on scientific advisory boards, research councils or other professional associations, or performing charitable and community work.
- “Authorizer” means the approval body, in this case the Principal or any member appointed by the principal
- “Department” means the any academic and non academic department listed by the college.
- “College” means PARVATIBAI CHOWGULE COLLEGE (AUTONOMOUS) MARGAO- GOA in this context, as an appropriate entity for the conduct of Consultancy activities.

IV. VARIETY OF CONSULTANCY SERVICES:

Faculty may offer variety of consultancy services such as Feasibility Studies; Technology Assessments; Assessment of Designs, Environmental and Manpower Audits; Product Design; Process Development; Software Development; Vision and strategy statement; Testing & Evaluation services; Standardization and Calibration services; Impact Assessments; Training sessions as a consultant and such other services.

V. APPLICATION OF THE POLICY

This Policy is applicable to all the faculty members and support staff of the College.

VI. IMPLEMENTATION AND PROCEDURES

- a) All consultancy projects should be carried out with due approval from the Principal.
- b) The individual consultancy services shall be undertaken by the concerned teacher with the permission of Principal or a person authorized by him provided that the problem referred to the staff member concerned, falls within the purview of his/her specialty or is closely related to his/her normal work in the Department/College. Any request in this regard shall ordinarily be decided within two weeks of receipt of the request.
- c) The concerned teachers may be permitted to undertake consultation services, provided that they do not affect their ongoing academic, research and related activities or other duties which may be assigned to them by the College. Any request for an additional consultation may be examined on merits of the case by the Principal and decided thereupon.
- d) Consultancy projects may be initiated by requests / enquiries from the industry/organizations/institutes directly to the College or by discussion between the industry and the individual faculty member. When the enquiry is directly received by the College, the work shall be assigned to a specific teacher or group of teachers, depending on their expertise, and existing commitments, by the Principal in consultation with the Dean of the concerned Faculty and the Head of the Department, or a senior teacher in absence of Head of the Department. However, in case the client prefers the services of a specific faculty member, the assignment may normally be assigned to the identified person.
- e) The Individual faculty member/group of members who has undertaken the consultancy assignment will be solely responsible for the execution and completion of the task within the stipulated time agreed in the agreement signed by the college and the external party.
- f) Every consultancy project shall have a 'Principal Consultant' who shall be a permanent teacher in the service of the College, as appointed/nominated by Principal.
- g) In case of joint consultancy, prior permission shall be taken from Principal, as the case may be, for appointing personnel who are not permanent employees of the College.

- h) Students, who are willing to work on consultancy projects may be permitted, provided it does not affect their academic commitments and performance. The work carried out by such students can be compensated by suitable honoraria/internship hours/certificate.
- i) It shall be the duty of the principal consultant/faculty identified by the principal consultant, to submit a report of every consultation work undertaken, to the Principal/Management latest by 31st March of every year.

VII. APPLICATION FOR APPROVAL

While applying for the permission to undertake consultancy, the concerned teacher/Department shall provide the following details:

- (a) Name and address of the client / organization.
- (b) Title of the consultancy service.
- (c) A brief description of the work to be done.
- (d) Names of the staff members and other outside experts who may be involved in giving their consultancy.
- (e) Whether the consultancy shall make use of any University/College facilities such as equipment or laboratory.
- (f) An estimate of the charges proposed to be recovered from the client under the following heads:
 - (i) Details of expenses to be incurred.
 - (ii) Honoraria to consultant(s), staff of laboratory and others.
 - (iii) Cost of materials used in carrying out consultancy.
 - (iv) Computer charges.
 - (v) Charges for use of laboratory equipment and instruments.
 - (vi) T.A./D.A. for visits to sites.
 - (vii) Administrative/overhead charges to be paid to the University/College.
 - (viii) Miscellaneous.

In specific cases where the consultancy fee is predetermined and the above expenses are not claimed from the client, then the same will have to be deducted from the consultancy fee received before sharing the revenue by the consultant and college.

VIII. CONSULTANCY FEE:

- a. The consultancy fee shall depend upon several factors such as time spent, importance of the advice and the experience of the teacher, client's willingness to pay.

- b. The Principal Consultant, while estimating the Consultancy Fee chargeable to the client, shall consider the amount payable to the other consultants, staff and students (inclusive of point 'f' of Point VII).
- c. Remuneration shall be paid to the teacher and other personnel as per the norms of MoU/Agreement and on the recommendation of the Principal Consultant with approval from Principal/Management.

IX. REVENUE SHARING:

All honoraria received for consultation work shall be shared between the 'College' and the 'Consultant' as indicated below or as specified by the UGC from time to time.

- (a) The 'Net revenue' (Consultancy fees minus expenditure incurred by college) generated through the consultancy will be shared by the consultant and the college.
- (b) Out of the total honorarium for the consultancy, an amount upto 30% of the gross salary (basic salary + grade pay + DA + TA) of the consultant, shall be paid exclusively to the consultant.
- (b) The amount exceeding 30% of, and upto, the gross salary of the consultant, shall be shared in the ratio of 70:30 between the consultant and the University/College respectively.
- (c) The amount exceeding the gross salary of the consultant shall be shared equally between the consultant and the University/College.
- (d) In case of joint consultancy work, the share of honoraria between the concerned consultants shall be by a prior mutual agreement or understanding between them.

Illustration 1:

If Gross Salary of Teacher/staff is 2,00,000/- and if amount received for consultancy is 1,00,000/-

- 30% of salary (2,00,000) = Rs. 60,000/-
- 70% of salary (2,00,000) = Rs. 1,40,000/-
- Of the 1,00,000 Consultancy fee distribution will be:
 - Part 1: Money received equivalent to first 30% of salary = Rs. 60,000/-
 - Part 2: Money received equivalent to next 70% of the Salary = Rs. 40,000/-
 - Part 3: Money received beyond the salary = Nil
 - Revenue sharing:

- Part 1 Rs. 60,000/- (100% for teacher).
- Remaining Rs. 40,000 (within 70 % of the gross salary): so sharing is 70:30 between teacher: college.
 - 70% of Rs. 40,000/- = Rs. 28,000/- (for Teacher/staff)
 - 30% of Rs. 40,000/- = Rs. 12,000/- (for College)
- Total income for teacher = 60,000 + 28,000 = Rs. 88,000/-.
- Total income for College = Rs. 12,000/-

Sr no	Calculation	Consultancy fee	% of Revenue sharing	Share of consultant	College Share
1	Money received equivalent to first 30% of salary (upto Rs.60,000/-)	60,000/- Of 1,00,000/-	100% for Teacher	Rs.60,000/-	Nil
2	Money received equivalent to next 70% of the Salary (upto Rs. 1,40,000/-)	40,000/- of 1,00,000/-	70: 30 Teacher: College	Rs.28,000/-	Rs.12,000/-
3	Money received beyond the salary (above 200000)	Nil	50:50 Teacher: College	--	--
	Total Amount	Rs. 1,00,000/-		Rs.88,000/-	Rs. 12,000/-

Illustration 2:

If Gross Salary of Teacher/staff is Rs. 2,00,000/- and if amount received for consultancy is 3,00,000/-

- 30% of salary (2,00,000) = Rs. 60,000/-
- 70% of salary (2,00,000) = Rs. 1,40,000/-
- Of the Rs. 3,00,000 Consultancy fee distribution will be:
 - Part 1: Money received equivalent to first 30% of salary = Rs. 60,000/-
 - Part 2: Money received equivalent to next 70% of the Salary = Rs. 1,40,000/-
 - Part 3: Money received beyond the salary = Rs. 1,00,000/-
- Revenue sharing:
 - Part 1: Rs. 60,000/- (entirely to teacher)
 - Part 2: Money received equivalent to next 70% of the Salary = Rs. 1,40,000/- sharing is 70:30 between teacher: college.
 - 70% of Rs. 1,40,000/- = Rs. 98,000/- (for Teacher/staff)
 - 30% of Rs. 1,40,000/- = Rs. 42,000/- (for College)
 - Part 3: Money received beyond the salary = Rs. 1,00,000/- sharing is 50:50 between teacher: college.
 - 50% of Rs. 1,00,000/- = Rs. 50,000/- (for Teacher/staff)
 - 50% of Rs. 1,00,000/- = Rs. 50,000/- (for College)
- Total income for teacher = 60,000 + 98,000 + 50,000 = Rs. 2,08,000/-
- Total income for College = Rs. 92,000/-

Sr no	Calculation	Consultancy fee	% of Revenue sharing	Share of consultant	College Share
1	Money received equivalent to first 30% of salary (upto Rs.60,000/-)	60,000/- of 3,00,000/-	100% for Teacher	Rs.60,000/-	Nil
2	Money received equivalent to next 70% of the Salary (upto Rs. 1,40,000/-)	1,40,000/- of 3,00,000/-	70: 30 Teacher: College	Rs.98,000/-	Rs.42,000/-
3	Money received beyond the salary (above 200000)	1,00,000/-	50:50 Teacher: College	Rs.50,000/-	Rs.50,000/-
	Total Amount	Rs. 1,00,000/-		Rs.2,08,000/-	Rs. 92,000/-

Illustration 3:

If Gross Salary of Teacher/staff is 50,000/- and if amount received for consultancy is 1,00,000/-

- 30% of salary (50,000) = Rs. 15,000/-
- 70% of salary (50,000) = Rs. 35,000/-
- Of the Rs. 1,00,000 Consultancy fee distribution will be:
 - Part 1: Money received equivalent to first 30% of salary = Rs. 15,000/-
 - Part 2: Money received equivalent to next 70% of the Salary = Rs. 35,000/-
 - Part 3: Money received beyond the salary = Rs. 50,000/-
- Revenue sharing:
 - Part 1: Rs. 15,000/- (entirely to teacher)
 - Part 2: Money received equivalent to next 70% of the Salary = Rs. 35,000/- sharing is 70:30 between teacher: college.
 - 70% of Rs. 35,000/- = Rs. 24,500/- (for Teacher/staff)
 - 30% of Rs. 35,000/- = Rs. 10,500/- (for College)
 - Part 3: Money received beyond the salary = Rs. 50,000/- sharing is 50:50 between teacher: college.
 - 50% of Rs. Rs. 50,000/- = Rs. 25,000/- (for Teacher/staff)
 - 50% of Rs. Rs. 50,000/- = Rs. 25,000/- (for College)
 - Total income for teacher = 15,000/- + 24,500/- + 25,000/- = Rs. 64,500
 - Total income for College = Rs. 10,500/- + 25,000/- = Rs. 35,500

Sr no	Calculation	Consultancy fee	% of Revenue sharing	Share of consultant	College Share
1	Money received equivalent to first 30% of salary (upto Rs. 15,000/-)	15,000/- Of 1,00,000/-	100% for Teacher	Rs.15,000/-	Nil
2	Money received equivalent to next 70% of the Salary (upto Rs. 35,000/-)	35,000/- of 1,00,000/-	70: 30 Teacher: College	Rs.24,500/-	Rs.10,500/-
3	Money received beyond the salary (above 50,000)	50,000/- of 1,00,000/-	50:50 Teacher: College	Rs.25,000/-	Rs.25,000/-
	Total Amount	Rs. 1,00,000/-		Rs.64,500/-	Rs. 35,500/-

Illustration 4: If Gross Salary of Teacher/staff is 50,000/- and if amount received for consultancy is 3,00,000/-

- 30% of salary (50,000) = Rs. 15,000/-
- 70% of salary (50,000) = Rs. 35,000/-
- Of the Rs. 3,00,000 Consultancy fee distribution will be:
 - Part 1: Money received equivalent to first 30% of salary = Rs. 15,000/-
 - Part 2: Money received equivalent to next 70% of the Salary = Rs. 35,000/-
 - Part 3: Money received beyond the salary = Rs. 2,50,000/-
- Revenue sharing:
 - Part 1: Rs. 15,000/- (entirely to teacher)
 - Part 2: Money received equivalent to next 70% of the Salary = Rs. 35,000/- sharing is 70:30 between teacher: college.
 - 70% of Rs. 35,000/- = Rs. 24,500/- (for Teacher/staff)
 - 30% of Rs. 35,000/- = Rs. 10,500/- (for College)
 - Part 3: Money received beyond the salary = Rs. 2,50,000/- sharing is 50:50 between teacher: college.
 - 50% of Rs. Rs. 2,50,000/- = Rs. 1,25,000/- (for Teacher/staff)
 - 50% of Rs. Rs. 2,50,000/- = Rs. 1,25,000/- (for College)
 - Total income for teacher = 15,000/- + 24,500/- + 1,25,000/- = Rs. 1,64,500/-
 - Total income for College = Rs. 10,500/- + 1,25,000/- = Rs. 1,35,500/-

Sr no	Calculation	Consultancy fee	% of Revenue sharing	Share of consultant	College Share
1	Money received equivalent to first 30% of salary (upto Rs. 15,000/-)	15,000/- Of 3,00,000/-	100% for Teacher	Rs.15,000/-	Nil
2	Money received equivalent to next 70% of the Salary (upto Rs. 35,000/-)	35,000/- of 3,00,000/-	70: 30 Teacher: College	Rs.24,500/-	Rs.10,500/-
3	Money received beyond the salary (above 50,000)	2,50,000/- of 3,00,000/-	50:50 Teacher: College	Rs.1,25,000/-	Rs.1,25,000/-
	Total Amount	Rs. 1,00,000/-		Rs.1,64,500/-	Rs. 1,35,500/-

X. DISBURSEMENT

- (a) Consultant Fees may be disbursed upon completion of the job and after receipt of Completion certificate from the Principal Consultant and submission of the consultancy completion report.
- (b) In case of long duration consultancies entailing advance payment of instalments linked to milestones, partial disbursements may be made in accordance with the

agreement upon submission of phase-wise completion certificate by the Principal Consultant and/ or as detailed in the MoU/Agreement.

XI. SHARING OF HONORARIUM:

The share of honorarium received by the University/College may be credited to a separate General Fund and 50% of this honorarium shall be allotted to the consultant for the department work.

XII. EXCLUSIONS:

The following shall not be construed as consultancy work for the purpose of regulating and sharing the consultation fee received by a teacher:

- (a) Examinership, honorarium for staff recruitment process, lectures and other related work from recognized Universities and Research Institutions, Statutory Bodies, autonomous bodies of Public Sector undertakings, wholly or substantially owned or controlled or funded/subsidized by Government.
- (b) Awards/prizes in recognition of academic achievement;
- (c) Writing of papers, articles, review of articles to journals, royalties from books and monographs, committee work, and delivering occasional lectures on literary, cultural, artistic, technological and scientific subjects; and
- (d) Participation in theatre, dance and music performances as well as participation/organization of art exhibitions.
- (e) Participation in/organization of sports, games and athletic activities as players, referees, umpires or managers of the teams.
- (f) Revenue generated from organization of conferences/workshops.

XIII. CONFLICT OF INTEREST:

- Consultants shall inform the Dean / Head of the Department or the Senior teacher in case of absence of Head of the Department, in writing, the existence of any relationship between him/her and the client funding the consultancy project, or any vendor to whom payments are to be made from the project funds, or any scope for potential disproportionate self-gain.
- The Dean/ Head of the Department/Senior teacher, in case of absence of Head of the Department shall review such cases and decide appropriately, with the advice of a committee constituted by Principal, to ensure that no conflict of interest exists and that such an involvement by the consultant does

not adversely affect the consultant's objectivity, integrity or commitment to the College.

XIV. RESTRICTION/MISUSE OF COLLEGE NAME:

Consultants shall not use the College name or the fact that they are affiliated with the College, in a manner,

- (a) That suggests that the College approves or disapproves of a product or service provided by a profit/non-profit/governmental entity or
- (b) That suggests that the College has issued consultancy findings when it has not done so, or misleadingly states the results of the consultancy findings that may be interpreted to communicate the official position of the College on any issue of public interest.

XV. LIABILITY:

- (a) In case any legal dispute arises at any stage of consultancy between the consultant(s) and the sponsor, or with any person/organization, the Principal consultant shall be responsible for settlement of the dispute.
- (b) The College shall have no responsibility for the advice or assistance given by the consultant to the party concerned.
- (c) All legal actions shall be subject to jurisdiction of courts at Panaji, Goa.

Note: This document is prepared in accordance with UGC guidelines and Goa University Statutes SA-38 governing Consultancy.

Policy Approved Academic Council on 14/03/2019

Convener

Research Consultancy and Extension Activities Committee (RCEA-PCCAS)
Parvatibai Chowgule College of Arts & Science (Autonomous)

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