



St Berchmans College

Founded 1922

AUTONOMOUS College with Potential for Excellence | Reaccredited by NAAC with A Grade

Affiliated to Mahatma Gandhi University, Kottayam, Kerala
Changanassery, Kottayam, Kerala, India-686101

St Berchmans Consultancy Cell (SBCC)

Volume	II
Responsible Executive	Coordinator – Consultancy Cell, St. Berchmans College
Responsible Office	Consultancy Cell , St. Berchmans College
Date Issued	November 2020
Date Last Revised	November 2022

1. Statement of Policy

St. Berchmans College encourages the academic staff to undertake consultancy works, in order to extend their research work and gain professional experience at the Institution, thereby contributing to country's scientific/technical/managerial as well as economic growth. Consulting at St. Berchmans College is viewed as a dynamic learning process for the entire college. The St Berchmans Consultancy Cell (SBCC) provides opportunity for the faculty members to share their insights with practitioners and contributes to experimentation and new learning by clients. Consulting is an important channel through which knowledge and expertise can flow to and from businesses and other external agencies and therefore contributes to the development of growing and productive relationships with these bodies. Consulting brings the faculty in contact with real-life problems, and thus greatly enriches teaching and research.

2. Objectives

- To provide professional consultancy by the faculty to industries, service sectors, and government departments.
- To organise joint research programmes and field studies by faculty members and people from industries.

- To facilitate visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
- To arrange visits of industry executives and practising professionals to the Institution for far-sighted research work, to use laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
- To facilitate professorial Chairs sponsored by industries at the Institution.
- To facilitate scholarships/fellowships instituted by industries at the Institution for the students.

3. Scope of the Policy

Consultancy Services may be offered to industries, service sectors, government departments and other national and international agencies in niche areas of expertise available in the College. Consultancy services offered may cover a variety of activities. Such activities are recorded as part of the consultancy document thus prepared as part of consultancy proposal to the college duly recognised and approved for the smooth functioning of the consultancy service.

Different Sectors where SBC Consultancy services can be provided are among, but not limited to:

- Business Management (Marketing, Finance, Human Resource and Supply Chain Management)
- Costing and Taxation
- Information and Communication Technology
- Bio-Technology Agriculture & Allied Sectors
- Augmented Reality, Big Data and Analytics, Image processing and Recognition
- Cloud Computing
- Smart, Energy and Functional Materials
- Nano technology
- Polymer Technology.
- Water & Sewage Management
- Electronics

- Green Technology, Clean Energy, Renewable Energy, Non- Renewable Energy Sources
- Linguistic content Creation (Malayalam, English, Sanskrit and Hindi).

Faculty benefits:

- Knowledge advancement and professional development
- Recognition for faculty
- Connection with society and impact on the community
- Monetary reward to faculty which contributes to faculty well being

Institution benefits:

- Fame and recognition of the College through its talented faculty
- Impact on society by transferring knowledge to practice and policy
- Potential College scholarships/internships and jobs for students
- Retention of productive faculty members
- Bringing real world experience to classroom and prepare job market ready students

4. Exclusions

Consultancy works are taken up in good faith between the principal consultant and the client. Obligations and responsibilities of both parties remain limited by the standard terms and conditions.

5. Rules and Regulations

- Consultancy and related assignments can be taken up by full-time faculty members of both Aided and Self-financing units of SB College, Changanacherry.
- All consultancy proposals must be sent to the Head of the Department / Director through proper channel for endorsement and approval by St Berchmans Consultancy Cell (SBCC).
- All consultancy assignments by the faculty members should be undertaken with prior approval of the Head of the Department of the respective department. For Inter-departmental team Consultancy Works respective department HOD has to forward the approved proposal to College Principal for final permission to undertake the same. A

research committee will be formulated and authorized to oversee the joint functioning of faculty members from varied disciplines for effective, efficient and productive fulfilment of different levels of objectives pertaining to the respective collaboration.

- A faculty member is allowed to engage a maximum of 15 days during the calendar year related to undertaken consultancy work with a maximum of 3 consecutive days per week (Monday to Saturday). Further requirements of consultancy leave will be as per leave policy of SB College.
- Examinations, lectures, selection committees and other professional work of the faculty members are not to be included in the consultancy.
- The Institution normally requires the cost of the consultancy work to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the Institution may, in exceptional cases, permit commencement of work with payment to be made as per agreed upon milestones.
- Individual faculty member should not receive any cash directly. All remuneration for consultancy should be received by demand draft or electronic transfer in favour of “Principal, SB College Changanacherry” payable at Changanacherry.

Name of the Bank & Branch :

Account No :

IFSC Code :

- In International consultancy works, funds may be received in foreign currency. The research collaboration of SBC with the other party/funding agency should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.
- Service Tax as applicable and it should be paid by the client or should include in the total cost.
- The expenditure and disbursements will be made through normal Institutional procedures.
- The fund can be utilized by the concerned individual for the following purposes: Travel, Exploratory visits, Field Work, Contingency/Working Expenses, Books, Journals, Equipment’s and Consumables.

- The expenditure for travel and exploratory visits to be maintained in movement register by Primary Investigator. The expenditure for equipment and consumables to be maintained in stock register by Primary Investigator.
- The statement of expenditure to be prepared by Primary Investigator every 6 months and towards the end of the work and to be submitted to the designated authority. Utilization certificate to be prepared by Primary Investigator towards the end of the work and to be submitted to the designated authority.
- Remuneration paid to an individual faculty member for consultancy as his share in one academic year should not exceed the limits mentioned in the Consultancy Fees distribution scheme updated from time to time.

Consultancy Fee Distribution Scheme (to be updated every 2 years)

Type	Share of SBC	Share of Consultants
Individual consultancy	30%	70%
Team Consultancy Works	30%	70% (redistributed among team members as agreed)
Inter-departmental team Consultancy Works	30%	70% (redistributed among team members as agreed)

6. Approval & Review Details

Approval Authority:

Manager, St. Berchmans College, Changanacherry

Officer In charge:

Co ordinator, SBCC

Approved on: November 2022

Next Review Date: November 2024

7. Feedback

Stake holders may provide feedback about this document by e-mailing to IQAC.