



SOPHIA GIRLS' COLLEGE, AJMER

(Autonomous)

INSTITUTIONAL CONSULTANCY POLICY

'Sophia Girls' College believes in extending services and sharing its knowledge resources for the mutual benefit of Institutions, Industry and Neighbourhood'

Considering the Vision and Mission of the Research and Development Cell of Sophia Girls College, Ajmer one of the major Research Policies includes Consultancy apart from active Research and Teaching. The Institution believes in contributing to Society and hence promotes the sharing of expertise and research inclination of the Faculty Members for collaborative Research and Consultancy services. Consultancy services in an academic environment function as a tool for contributing to the national economic growth.

Consultancy is part of the “Knowledge Exchange” portfolio which focuses on developing mutually beneficial relationships with Institutes, commercial and public sector organizations. Consultancy means work of a professional nature, undertaken by Staff Members in their respective field of expertise, for external clients for which payment is usually made. This policy applies to all Consultancy works undertaken by Teaching or Non Teaching Staff (including technicians), or a team of collaborators, Departments on behalf of the College.

The Institution provides Consultancy Services in the following areas:

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| ✦ English Communication | ✦ City Crime Mapping |
| ✦ Tax Filling and Management | ✦ Water Analysis |
| ✦ Tax Consultancy | ✦ Life Skill Education |
| ✦ Personality Development | ✦ Hands on training in Map Making |
| ✦ GIS Mapping | ✦ Career Counselling / Guidance |
| ✦ Traffic Management | ✦ Statistical Analysis |

*****Many of our Staff Members are Resource persons and Trainers in the above fields.***

The salient features of the Institution Consultancy Policy are:

- The College encourages transfer of knowledge through Consultancy and extension activities within the terms of the employee's fiduciary duties towards the Institution.
- It encourages Staff Members towards knowledge sharing and exchange in their field of expertise and to enhance Industry Institute Interaction.
- The Staff Members should follow the norms set out in this policy and should seek permission from the Head of the Institution for approval in accordance with this policy.
- The Consultancy services should not interfere with the discharge of prime duties of the Consultant- the Faculty Member or the Department.
- Staff Members should ensure that the Principal and Research Co-ordinator is duly informed about the proposed Consultancy service and all the related necessary documents are submitted to the Principal's office and the Research and Development Cell.
- In the context of Consultancy services, the Consultant should not directly or indirectly get associated with any activities which may be unethical or inappropriate.
- Consultancy services should not be in conflict with the interest of the Institute.
- The two types of Consultancy offered by the institute are - Individual Consultancy and Institutional Consultancy. **Individual Consultancy** is offered by a Faculty member in her individual capacity. **Institutional Consultancy** is offered by a team of Faculty Members from the same discipline or different disciplines of the Institute.
- In the case of foreign Consultancies, the Institute will permit to take up the Consultancy based on the nature of the Consultancy work. The consultant team has to execute a bond with the Institute.
- Consultancy services may lead to financial benefits to both Individuals and Institution. The income generated from approved Consultancy contracts is shared by the Faculty/Department and Institution in a ratio of 85:15 respectively.
- The College expects all Staff members to comply with this policy and regards any breach as a serious matter which may result in disciplinary action being taken in accordance with the Management policies and procedures.