



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA
NAAC ACCREDITED
AFFILIATED TO WEST BENGAL STATE UNIVERSITY
RECOGNISED BY THE UGC UNDER 2(F) AND 12B

POLICY DOCUMENTS ON
CONSULTANCY

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POLICY STATEMENT REGARDING CONSULTANCY

1. Preamble:

1.1 It is important 'to be the fountainhead of new ideas and of innovation in humanities and with its general goal of 'creating an ambience in which new ideas, research and scholarship flourish and from which the leaders of tomorrow emerge'. In fulfillment of these points of importance, BHKM, has taken the initiative to promote consultancy assignments to be accepted by its academic staff. They will thus have the privilege of consulting with both public and private entities, whether national or international. It is our belief that such activities would eventually contribute to the professional development and stature of the faculty member, and that of the college as well. Eventually, these may also lead to innovations and protection of Intellectual Property (IP).

1.2 The 'BHKM Policy Guidelines on Consultancy' aims to lay down the processes for promotion and support available to faculty staff at BHKM for translating their creative works into market-oriented products and patents. This policy aims to set forth, guidelines for ownership of IP, developed at BHKM and its commercialization.

1.3. The benefit from such collaboration may get enhanced through professional expertise of the collaborators, and establish long-lasting professional contacts, associations and relationships. These opportunities for sponsored research for private institutions, or business houses or organizations would generate paid professional work that is substantively related to a faculty member's area of expertise and duties at the university. In that sense, 'Consultancy activity' is different from 'Sponsored Research', but professional consulting is encouraged only when such activities are not in conflict of interest of BHKM. All faculty members would have to secure advance approval for consulting activities to ensure that the activity is beneficial to the college and are kept within reasonable bounds.

2. Broad Guidelines

The faculty desirous of accepting a consultancy work from any external agency should put up the Consultancy Proposal on a prescribed proforma, the Assignment Proposal and details of

Agreement and Standard Terms and Conditions of the proposed Contract. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and any other relevant information. The estimated budget should be in a format so as to be processed and executed easily by the BHKM Finance and Administration.

Work on a consultancy project shall be undertaken only after the prior approval of the competent authority of BHKM. Consultancy Rules and General Guidelines (which are subject to change from time to time) in this respect are given below.

3. Consultancy Rules, Scope and Norms:

3.1. Scope

3.1.1. Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the college.

3.1.2. The services offered shall be along the lines of 'Professional Services' and will carry obligations and ethical requirements associated with such services, as indicated in the standard terms and conditions.

3.1.3. Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Environmental and Manpower Audits;

3.1.4. All Consultancy and related jobs need to be structured and executed in the spirit of promoting BHKM. Industry Interaction, as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of BHKM, and in the process, generating funds.

3.2. Consultancy Norms:

Consultancy work will be taken up by the BHKM faculty and research staff subject to the following norms:

3.2.1. The responsibility for conduct of the project and the deliverables will lie with the Consultant Faculty-In-Charge, and the Principal's Office of BHKM will only provide the necessary administrative support.

3.2.2. The consultancy cannot be at the cost of the duties of the said faculty member at the BHKM. Ideally, a faculty member is permitted to devote an average of 16 hours (equivalent to Two working days) per week for all consultancy projects during a semester.

3.2.3. All expenses for a consulting project, including the University Overhead Charges and the Service Tax, must be met by the sponsoring agency. BHKM Overhead Charges are approximately set at a flat 10% for projects not requiring use of laboratory resources. This overhead charge is computed as an addition to all fees and expenses for the Consultancy Project. Twenty-five percent of the overhead charge will go into a departmental professional corpus, and another 25% will be credited to a professional development fund of the consultant(s).

3.2.4. The minimum total budget for a consultancy project must be Rs. 5,000/- (excluding the Service Tax, currently 15.5%, but including the BHKM overhead charges).

3.2.5. Although a faculty member is free to charge whatever daily fee they deem appropriate, BHKM recommends that the minimum daily fee for Professional Advice be no less than one percent (1%) of the faculty member's CTC.

3.2.6. Recruitment of temporary staff for Consultancy Projects shall follow existing University norms and rules for project staff recruitment. Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing University purchase and travel rules.

3.3. Consultancy Norms:

3.3.1. The time spent on consultancy and related assignments shall be limited to the equivalent of one to two working day(s) per week. In addition, consultants may like to utilize, on an average, one non-working day per week.

3.3.2. Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academics, research and related activities.

3.3.3. The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.

3.3.4. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honoraria.

3.3.5. Any other employee of the Institute may take up consultancy work with prior approval of the Principal, BHKM. For this purpose, employees undertaking consultancy, shall herein after be referred to as Consultant.

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