

Naipunnnya Business School (NBS)

Faculty Consulting Policy

1. INTRODUCTION

Consultancy is well recognized as an effective way for Colleges and Universities to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the college must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the School's strategic and operational objectives and the costs are sustainable. Naipunnnya Business School (NBS) is committed to making its expertise available through service to industry, government, businesses and other educational and research organizations.

As faculty members of NBS, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as a member of the Business School, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct to be adopted by the faculty members of NBS on consultancy services to a third party.

NBS also will have an account of the faculty in terms of revenue and programs conducted as a part of consultancy

2. THE POLICY

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- a) All faculty members who have completed one year of service in Naipunnnya Business School have to be necessarily involved in consulting work such that they share their expertise to the outside community (however in case if a faculty has not completed one year, he/she can undertake consultancy after securing necessary permission from the Executive Director) .
- b) There should be a demonstrable benefit to the Naipunnnya Business School from the consultancy either through income, enhanced reputation, and/or expanding the expertise of the staff member.
- c) The Consultancy must not be in conflict with Naipunnnya Business School policies including those governing employment; such as the Code of Conduct Policy/HR policy of NBS.
- d) The Consultancy must not be in conflict with the functions, objectives or interests of the Naipunnnya Business School or damage the reputation of Naipunnnya educational institutions.
- e) At a minimum, the salary and on-cost charges set by the Naipunnnya Business School must be applied to all project budgets. All Consultancies are required to include cost for overhead expenses.
- f) Faculty and Staff members shall not undertake external research activities where no formal agreement has been authorized by the Naipunnnya Business School

unless they are on leave without pay, approved by the Executive Director/Director concerned. Such faculty may not use their NBS affiliation or the academic title when providing research services that are not approved by the Business School.

2.1. Non-Research Consultancy Services

The Consultancy services include activities performed under contract for a third party. This consultancy would include the provision of professional services by faculty members to external agencies for a fee and would include for e.g. market surveys, opinion surveys, marketing support, sales training, financial training, compensation management, NAAC training and other functions in business management or academic management.

2.2 Research Consultancy Services:

This consultancy includes an academic staff member providing research skills or expertise in return for remuneration from an external funder. This may be in the form of undertaking research on a new product introduction, or an impact study or market analysis.

2.2. Private Consultancy

In Principle, a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by the Executive Director/Director.

3. STAFF ENTITLEMENTS

Naipunnya Business School allows staff to engage in Research and Non-research Consultancies provided, they do not interfere with the discharge their duties. Consultancies shall be undertaken only with the approval of the Executive Director/Director. No limit is placed on earnings. However, there can be a limit on the time spent on Consultancy.

3.1. Duration: Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval by the Executive Director/Director. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

3.2. Permission: Faculty members including, Director must obtain written permission from the Director/Executive Director/Director to undertake Consultancies.

3.3. Benefits of Naipunnya Business School Consultancy

Naipunnya Business School provides the following benefits to staff undertaking Consultancies:

- a) Protection under the professional indemnity subject to the terms, conditions stipulated within the consultancy policy.
- b) Faculty members who undertake consultancy can add revenue in their account and the money can be utilized for upgrading their professional skills, attending conferences and other skill up-gradation)
- c) Access to the Business School's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.
- d) Access to the University's resources such as technical and administration, staff support, equipment and telecommunications, subject to approval by the Faculty or Office.
- e) Entitlements to use the Business School's name and reputation, provided it is not brought into disrepute.
- f) Ability to make reference to their Naipunnya Business School position and title in connection with the work.

3.4. Overhead charges: All Consultancies are required to include overhead charges while proposing the budget.

3.5 Revenue: Policy for Revenue Sharing in Consultancy:

Naipunnaya Business School encourages faculty members to do consultancy service to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact. Such activities serve to link institute and its faculty members more closely to the industry.

Consultancy work can bring financial benefits both to the institution and its employees. In view of encouragement, the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows.

S. No.	Particulars	Faculty	Management
1.	Use of institute space and or equipment	40%	60%
2.	For Training/providing solutions/expertise to problems of the industry	60%	40%

3.6 Group consultancy: If more than one member of the department takes up the consultancy or project the amount shall be shared equally.

4. APPROVAL

4.1 Approval requirements: Consultancies are required to be approved and managed in accordance with the Consultancy Policy and other policies associated with Naipunnaya Business School policies. Applications to conduct Consultancy are required to be approved through a consultancy committee meeting which will consist of Executive Director/Director, Dean Academics, HoD, and the Academic coordinator. The Consultancy application should be routed to the HoD who will be arranging the meeting.

4.2. Transfers in from Other Institutions: When a Research or Non-research Consultancy or grant is transferred to Naipunnaya Business School the agreed overheads awarded will be collected from the grant.

5. CONFLICT OF INTEREST

5.1 Conflict of Interest: Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the HoD, NBS, for resolution.

5.2 Types of conflict: A conflict of interest may arise where an employee engages in consultancies at the expense of the college's interests (like not available for classes) or interfere with the interests of other employees or students. In such cases, faculty should not engage in consultancy at the expense of classes or academic work. Some of the types of potential conflict of interest includes:

- Teaching or Course work for another institution.
- Financial interests gained without the knowledge of NBS like salary or other payments, stocks, stock options, intellectual property rights
- Undertaking interests like political, academic, ideological, or religious without the prior approval of the business school.
- Undertaking research of a third party without disclosure of such undertaking or orientation to the college as well as the sponsoring agency
- Acceptance of gratuities or special favors from the organizations without the knowledge of the college.

- Use of college computer facilities without prior written approval

5.3. Consultancies with Other Tertiary Institutions

- Full-time members of the Naipunnaya Business School should not accept regular Consultancies with other educational institutions without first obtaining the permission of the Executive Director/Director.

6. PROCEDURE:

The organization requiring consultancy services from faculty or the department shall write to the Executive Director/Director indicating the expertise required.

- The Executive Director on receiving the request from the organization shall inform the faculty member concerned.
- The Director shall nominate the faculty or a group of faculty having the required expertise and get permission from the Executive Director/Director.
- In considering whether or not permission will be given for consulting activity, the Executive Director will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- An MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the Executive Director.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Executive Director/Director through the head of the department.

Other Commercial Rules:

- If the consultancy involves only training or capability enhancement of personnel, the faculty members will be offered consulting fee by the institution. The details are given below.
 - ❖ Director - one and half of the day's wages plus a personal pay of Rs.600/-
 - ❖ Professor - One and half of the day's wages plus a personal pay of Rs.500/-
 - ❖ Associate Professor - One and half of the day's wages plus a personal pay of Rs.400/-
 - ❖ Assistant Professor - One and half of the day's wages plus a personal pay of Rs.300/-
- Travel arrangements should be made by the college who invites the resource person or paid at Rs.3/- per kilometer or 3rd class AC fare if commuting by train.
- The institution which invites the resource persons should provide the necessary food and refreshments.
- College facilities and resources may be used and must be charged in line with the guidelines from the Executive Director/Coordinator-NBS, from time to time.
- Meeting related to consultancy work with the organization(s) may be conducted on college premises or the client premises.
- Tax is applicable to the revenue generated through consultancy work.

7. INTELLECTUAL PROPERTY

- Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy.
