



**MES MAMPAD COLLEGE**  
**(AUTONOMOUS)**

(Accredited by NAAC with A grade)  
Affiliated to University of Calicut

Institutional Policy

# Consultancy Policy



# Consultancy Policy

College Conculancy Cell  
MES Mampad College

Anas Edarath *Recommended by the  
Academic Council dated September 26,  
2019.*

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## CONSULTANCY POLICY

### 1. Preamble- About the College and its Consultancy Service Scheme

Constant and fast paced changes in the global economic scenario and the mission of the Institution give impetus to a constant effort; to bring the learning of the real world to be incorporated in higher education system. The College encourages and promotes faculties to take consultancy assignment, in addition to the teaching and research work which will ensure significant value addition to not only the profile of the College, but also build up a mechanism for a continued engagement with industry requirements and community at large. The focus is on creating a conducive environment for mutually beneficial opportunities for collaborative research, consultancy services and knowledge generation which can enhance the quality of life, with national, global, as well as regional and local perspectives.

At present, the College has thirteen departments of teaching and research in addition to five research centers. The Departments are:

#### **Science & Technology Departments:**

Chemistry, Botany, Zoology, Mathematics, Geology, Food Technology

#### **Social Sciences Departments:**

Economics, History, Islamic Studies, Commerce, Management

#### **Arts and Humanities Departments:**

English, Arabic, Malayalam, Hindi, Mass Communication and Visual Communication

College has 118 full time faculty members working in these Departments, most of whom are PhD holders. Post-doctoral fellows and research fellows are also in service. Teaching, research, and knowledge extension are the mandates of the Departments. They primarily focus on UG programmes, post- graduate programmes, and doctoral research. The Departments are mostly situated in the sprawling green campus. The campus is wi-fi enabled. A sophisticated instrumentation and computation center in addition to a central computing facility serves the whole research part.

All faculty members are encouraged to take up consultancy services individually or as Departmental work. The college has a scheme to enable its special infrastructure and expertise of its faculty and laboratory staff to offer specialized consultancy services to individuals and

organizations. When the consultancy service does not involve use of College facilities, it is considered as individual consultancy and otherwise, institutional consultancy. A “College Consultancy Cell” (CCC) chaired by the Principal processes all consultancy projects and the coordinator of the CCC is empowered to receive all approved consultancy funds and provide it to the consultant. All consultancy services are charged service tax.

As the College has multidisciplinary Departments , it is able to offer a wide range of consultancy services, from plant identification to Arabic translation, from making butterfly gardens to social surveys, from Biodiversity analysis to water and latex testing.

In addition to professional consultancy, the Departments also welcome academic consultancy in the form of student projects etc. subject to its own requirements for serving its full-time students. The College welcomes enquiries for consultancy services.

### **1. Short Title and Application**

This Policy may be called MES Mampad College Consultancy Policy. This Policy shall apply to all the Faculty Members/Technical staff of the Mampad College.

### **2. Objective**

The objective of this Policy is to promote Consultancy among faculty and staff of the Mampad College.

### 3. General Principles

- a. Consultancy for the purpose of this Policy means an assignment/job basically for providing expert advice, problem solving, targeted training, testing and laboratory based experimental work, market research and survey etc. for consideration of a fee.
- b. Consultancy work may be undertaken in the area of expertise of the Faculty members/ technical staff or a group of experts.
- c. The Academic/Technical Staff (henceforth to be called as staff) of the Mampad College may undertake consultancy, or provide technical services to industry and other organizations, utilizing, if necessary, the facilities of the Mampad College.
- d. The service/consultancy provided may be of the following types:
  - i. Institutional Related- Relating to advice rendered to an industry/organization, or work done for them, by a Department/Group/individual on behalf of the College.
  - ii. Individual Consultancy - relating to consultancy or work undertaken by an academic/technical staff member in his individual capacity.
  - iii. Technical Services- relating to providing of routine technical data/ information, analysis etc. and to fabrication of equipment etc. which does not require/interpretation of results or advice.
- e. A request for consultancy service may be received either by the company/organization to Registrar or directly by a staff member and forwarded to the University, for its consideration, provided that the normal duty of the individual staff member and the interest of the Department do not suffer.
- f. It should not interfere with the performance of primary duties by the individual as per contract of employment;
  - a) Consultancy Services should not conflict with the interest of the Mampad College. College should not directly or indirectly get associated with activities which are likely to be perceived internally or externally as unethical or inappropriate;
  - b) Failure to disclose or obtain formal approval for consultancy as required by this policy shall be regarded as a disciplinary matter.

#### **4. Cost of Consultancy Project**

While working out the cost of consultancy project the following be taken into consideration:

- (i) Intellectual fee.
- (ii) Other fees/ charges to be borne by the client shall be as per the agreement.
- (iii) Sharing of Consultancy Fee -
  - c) Out of the total fees, share of the College will be 10-15% and share for the concerned teacher hired as consultant would be depended on the nature of work. The actual costs of the work should be covered by the project.

## **5. Procedure for Approval**

- a. Consultancy proposal should be submitted giving the details in the form attached as annexure to this policy to the Dean/HoD. He/ She will examine the proposal and submit it along with his/her recommendations to the principal. The following aspects need to be considered before recommending the proposal:
  - a) Extent to which consultancy related work will be undertaken by the faculty in addition to the normal duties and workload.
  - b) No faculty member/ technical staff shall spend consultancy days whenever there is an Institutional commitment. They may do the consultancy work, preferably on Saturdays and Sundays or the days which is arranged internally without affecting the official timings.
  - c) The amount of expenditure needs to be estimated on account of providing Consultancy.
  - d) The assignment is in the interest of the College in the long run and would not adversely affect the faculties' work at the College.
  - e) Contract for the consultancy work for any Indemnity Clause relating to delay in delivering the consultancy.
- b. The Principal will issue the approval letter and a copy of approval letter would be maintained by the Department of consultant teacher and office.

## **6. Miscellaneous**

- a. The College may undertake outside work requiring services of the technical staff of the College which is part of their normal duty on such terms and conditions as may be approved by the principal.
- b. All proposals concerning Consultancy Assignments, Directing the projects, patents, R & D products, and technology transfers, etc. need the approval of the College before these are submitted to the granting agencies.
- c. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the College) will be paid to the College by the client.



- d. On the completion of the consultancy project, a copy of the synopsis of the work keeping in view of the confidentiality clause of the project and the audited statement of accounts will be submitted to the College for its records.
- e. These guidelines shall also be applicable to the non-teaching employees of the College who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during the office hours.

## **9. Interpretation**

If a need arises for interpretation of the any clause, the decision of the Principal would be considered final.

## **10. Dispute Resolution**

The clause regarding dispute resolution should be in built in Memorandum of Understanding/Memorandum of Association to be entered with the party while undertaking Consultancy project. In case of any dispute remaining unresolved, it shall be referred to an Arbitrator appointed by the mutual consent of the parties under the Arbitration and Conciliation Act,1996. All disputes shall be subject to Malappuram Jurisdiction.

## DEPARTMENT OF ZOOLOGY

The Centre for Conservation Ecology is the research center of Department of Zoology. It has generated more than 1.35 Crores for the infrastructural development from various national and international agencies during the past few years. Various faculty have completed 22 minor research projects. The centre is also supported by the UGC with two major research projects and one project from Department of Science and Technology SERB, Govt of India with an outlay of 36.25 lakhs. More than 100 publications have been produced by the faculty and published in various national and international journals apart from six text books. The college holds a well-equipped laboratory with equipment such as PCR and Leica S8 APO microscope, funded by the DST FIST Govt of India. Department of Zoology is having a Centre for Conservation Ecology, recognized by the University of Calicut. Five faculties in the college are research guides of universities and they are presently guiding 15 students to fulfill PhD.

Faculty in the department of Zoology, had presented their studies in the conferences conducted at the Cambridge University and Leicester University, in the United Kingdom, and at International Ornithological Conference, Germany.

The faculty in the Zoology Department are doing research projects in collaboration with international agencies such as Critical Ecosystem Partnership Fund (USA), Oklahoma State University (USA), Wildlife Trust (USA), York University (UK) and EPLC United Nations Environment Programme, South Korea. The Department is also collaborating with national organizations such as Ashoka Trust for Research in Ecology and Environment (Bangalore), National Centre for Biological Sciences (Bangalore), Salim Ali Centre for Ornithology and Natural History (Coimbatore) and regional bodies such as Kerala Forest Research Institute, Kerala State Bio-diversity Board and Department of Environment and Climate change.

We offer Consultancy services such as Biodiversity estimation, insect pest Species identification, butterfly garden establishment etc.

### **Recent Consultancy Clients**

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