



फोन नं० : 05262-232994 कार्यालय
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श्री लाल बहादुर शास्त्री डिग्री कालेज, गोण्डा - 271003 (उ.प्र.)
SHRI LAL BAHADUR SHASTRI DEGREE COLLEGE, GONDA - 271003 (U.P.)
Consultancy Policy

1. Introduction

The College encourages consultancy activities as an important extension of academic, research, training, and professional expertise. Consultancy services shall promote interaction between the institution and industry, government organizations, NGOs, educational institutions, and society. The policy aims to create a transparent framework for undertaking consultancy assignments by faculty members and departments. Consultancy activities should contribute to institutional development, professional growth of faculty, and community welfare. All consultancy activities shall be carried out without affecting regular academic responsibilities of the faculty/staff & it is in conformity with the vision and mission of the college.

2. Objectives

1. To promote industry-institution interaction.
2. To encourage faculty members to apply their expertise for societal and industrial benefit.
3. To provide professional solutions, technical guidance, and advisory services.
4. To enhance practical exposure and research opportunities for students and faculty.
5. To generate revenue for institutional development.
6. To improve innovation, entrepreneurship, and skill development.
7. To strengthen the reputation and outreach of the institution.

3. Scope of Consultancy

The consultancy activities may include:

- **Academic Consultancy**
 - Curriculum development
 - Academic audit
 - Examination reforms
 - Educational planning and guidance
- **Technical Consultancy**
 - Testing and analysis
 - Design and development
 - Technical inspection
 - Software/application development
- **Research Consultancy**
 - Sponsored research projects
 - Data analysis and interpretation
 - Research advisory services
 - Laboratory consultancy
- **Training & Development**



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- Workshops\STPs
- Faculty Development Programmes (FDPs)
- Skill development programmes
- Corporate training
- **Extension & Community Services**
 - Social awareness programmes
 - Rural development consultancy
 - Environmental consultancy
 - Health and sanitation consultancy
- **Professional Services**
 - Preparation of DPRs (Detailed Project Reports)
 - Surveys and feasibility studies
 - Evaluation and assessment services
 - Expert advisory services

4. Recruitment Policy for Consultancy Assignments

- Consultancy assignments may be undertaken by permanent faculty members, departments, centers, or approved institutional teams.
- Faculty members should possess relevant qualifications, expertise, and experience related to the consultancy project.
- External experts may be associated with prior approval of the competent authority.
- Students may participate in consultancy work for training and learning purposes under faculty supervision.
- The consultancy team shall be selected based on:
 - Subject expertise
 - Experience
 - Availability
 - Institutional requirements
- Faculty members involved in consultancy must ensure that:
 - Regular teaching duties are not affected.
 - Institutional discipline and ethics are maintained.
 - Confidentiality of client data is protected.

5. Exclusions

The following activities shall not be considered under consultancy:

- Routine academic teaching duties.
- Personal professional practice carried out independently without institutional approval.
- Activities that create conflict of interest with institutional objectives.
- Consultancy involving illegal, unethical, or anti-social activities.
- Political or religious consultancy assignments in the name of the institution.
- Activities affecting academic schedules, examinations or student welfare.
- Consultancy assignments using institutional resources without permission.



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- Projects violating government rules, statutory regulations, or institutional norms.

6. Process of Approval of Consultancy Activity

Step 1: Submission of Proposal

- The concerned faculty member/department shall submit a consultancy proposal to the Principal through the Head of Department.
- The proposal should include:
 - Title of consultancy work
 - Objectives
 - Scope of work
 - Duration
 - Budget/consultancy fee
 - Resource requirements
 - Team members involved
 - Expected outcomes

Step 2: Scrutiny of Proposal

- The proposal shall be examined by:
 - Head of Department
 - Consultancy/Research Committee
 - Principal/Competent Authority
- The committee shall evaluate:
 - Feasibility
 - Institutional benefit
 - Availability of resources
 - Conflict of interest
 - Ethical and legal compliance

Step 3: Approval

- Final approval shall be granted by the Principal.
- Consultancy work shall commence only after written approval.

Step 4: Agreement/MoU

- An agreement or Memorandum of Understanding (MoU) shall be signed between:
 - Institution and client organization
 - Concerned consultant/faculty
- The agreement should clearly mention:
 - Scope of work
 - Financial terms
 - Timeline

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- Confidentiality clause
- Intellectual property rights

Step 5: Execution of Consultancy Work

- Consultancy work shall be executed as per approved terms and conditions.
- Institutional facilities may be used with prior permission.
- Progress reports may be submitted periodically to the authority.

Step 6: Submission of Completion Report

After completion of consultancy work, the consultant/team shall submit:

- Final report
- Utilization details
- Outcomes/impact report
- Client/Participants feedback

Step 7: Revenue Sharing & Record Maintenance

- Consultancy revenue distribution shall be as per institutional norms.
- Proper records of:
 - Consultancy proposals
 - Approvals
 - Financial transactions
 - Reports

shall be maintained by the institution.

7. General Guidelines

- Consultancy activities should uphold institutional reputation and ethics.
- Consultancy assignments should comply with statutory and legal provisions.
- The institution reserves the right to approve, modify, or reject any consultancy proposal.
- Any dispute arising from consultancy work shall be subject to institutional jurisdiction.

8. Duration of Consultancy Project

- The duration of consultancy projects may vary depending upon the nature and scope of the assignment.
- Consultancy assignments may be categorized as:
 - Short-term consultancy (up to 6 months)
 - Medium-term consultancy (6 months to 1 year)
 - Long-term consultancy (more than 1 year)
- The duration shall be clearly mentioned in the consultancy proposal and agreement/MoU.
- Extension of consultancy duration, if required, must obtain prior approval from the competent authority.

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- Delay in completion should be justified with valid reasons and documented properly
- Consultancy work should not interfere with regular academic schedules and institutional activities.

9. Components of Consultancy Fees

The consultancy fee structure may include the following components:

Professional Charges

- Fees for expert advice, technical guidance, analysis, and professional services rendered by faculty/consultants.

Institutional Charges

- Charges for use of institutional infrastructure, laboratories, equipment, internet, electricity, library, and office facilities.

Administrative Charges

- Charges for documentation, communication, processing, coordination, and administrative support.

Travel & Accommodation

- Expenses related to official travel, field visits, boarding, and lodging, if applicable.

Material & Consumables

- Cost of raw materials, software licenses, printing, stationery, chemicals, laboratory testing, certification, validation, quality assurance services and consumables used for the project.

Contingency Charges

- Additional expenses for unforeseen requirements during project execution.

10. Income Distribution Policy

- Revenue generated through consultancy shall be distributed transparently as per institutional norms.
- The distribution of consultancy income may include:
 - Share for the institution
 - Share for the department/laboratory
 - Share for the consultant/faculty members
 - Share for supporting staff, if applicable

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• **Suggested Revenue Distribution Pattern**

- 60% – Consultant(s)/Project Team
- 25% – Institution Development Fund
- 10% – Department/Laboratory Development
- 5% – Administrative/Support Staff

(The college may revise the percentage distribution from time to time.)

Additional Provisions-

- Payments shall be made only after receipt of consultancy fees from the participants.
- Applicable taxes and statutory deductions shall be deducted before distribution.
- Separate financial records/accounts shall be maintained for consultancy income and expenditure.
- Consultancy income shall be utilized for academic and institutional development purposes.

11. Conflict of Interest

- Faculty members shall avoid situations that create conflict between personal interest and institutional interest.
- Consultancy assignments should not:
 - Affect teaching responsibilities
 - Influence academic evaluation or decision-making
 - Misuse institutional name/resources for personal gain
 - Compete unfairly with institutional activities
- Faculty members must disclose any:
 - Financial interest
 - External association
 - Partnership or ownership related to consultancy work
- Consultancy work involving relatives, personal businesses, or affiliated organizations must be declared in advance.
- The institution reserves the right to investigate and resolve conflict-of-interest cases.
- Violation of conflict-of-interest norms may lead to disciplinary action.

12. Dispute Resolution

- Any dispute arising during consultancy activities shall first be resolved amicably through discussion between concerned parties.
- If unresolved, the matter shall be referred to:
 - Head of Department
 - Consultancy Committee
 - Principal
- Disputes related to:
 - Financial matters
 - Deliverables
 - Intellectual property
 - Confidentiality
 - Delay in workshall be reviewed by the competent authority.



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- The decision of the college shall be final and binding.
- Legal disputes, if any, shall fall under the jurisdiction of the local court where the institution is located.

13. Code of Conduct for Consultancy Activities

All faculty members, staff, and consultants involved in consultancy work shall adhere to the following code of conduct:

- **Professional Ethics**

Maintain honesty, integrity, and transparency in consultancy work.
Provide accurate and unbiased professional advice.

- **Confidentiality**

Protect confidential information, data, reports, and intellectual property of the client and institution.

- **Institutional Reputation**

Ensure that consultancy activities enhance the image and credibility of the institution.

- **Compliance**

Follow all institutional rules, government regulations, and statutory provisions.

- **Accountability**

Complete consultancy assignments responsibly within approved timelines.

- **Non-Discrimination**

Ensure fairness and equality without discrimination based on caste, religion, gender, or social background.

- **Responsible Use of Resources**

Use institutional infrastructure and facilities only for approved purposes.

- **Academic Priority**

Regular academic duties and student welfare shall remain the primary responsibility of faculty members.



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14. Overall Policy Procedures

Formation of Consultancy Committee

- The institution shall constitute a Consultancy Committee consisting of:
 - Principal
 - Senior faculty members
 - Finance representative
 - Industry/Research coordinator

Responsibilities of Consultancy Committee

- Review consultancy proposals.
- Recommend approval/rejection.
- Monitor progress of consultancy activities.
- Ensure compliance with institutional policies.
- Maintain consultancy records and reports.

Documentation Procedure

The following documents shall be maintained:

- Consultancy proposal form
- Approval letters
- Agreement/MoU copies
- Financial records
- Progress reports
- Completion reports
- Client/Participants feedback forms

Financial Procedure

- All consultancy payments shall be routed through official institutional accounts.
- Separate ledger/accounts shall be maintained for consultancy funds.
- Financial audits may be conducted periodically.

Monitoring & Evaluation

- Consultancy projects shall be monitored periodically by the Consultancy Committee.
- Performance indicators may include:
 - Timely completion
 - Client satisfaction
 - Revenue generation
 - Institutional impact
 - Research/publication outcomes



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Reporting System

- Annual consultancy reports shall be prepared by the institution.
- The report may include:
 - Number of consultancy projects
 - Revenue generated
 - Department-wise activities
 - Outcomes and achievements


Principal

