

**Maulana Azad College**  
**8, Rafi Ahmed Kidwai Road, Kolkata 700013**

**Policy Document on Consultancy Services**

**1. Introduction**

The authority of MAC wants to extensively to participate in knowledge sharing with the society by sharing its human resources and knowledge pool. It will promote professional development and external engagement of its faculty. The faculty of MAC are specialists in their respective fields and are in apposition to make positive contribution in the society and thereby lift the status of the college. Besides, the process would provide avenues for generating additional revenue streams, while maintaining academic integrity, and ethical conduct, and upholding the institution's reputation.

This policy outlines the guidelines and procedures for faculty members to engage in consultancy services while ensuring these activities do not interfere with their primary academic responsibilities and align with the college's vision and mission.

**Consultancy** stands for any professional advisory services provided to external clients, involving:

- Strategic guidance through project planning, technical expertise, and problem-solving
- Specialized support including research, training, expert testimony, and comprehensive evaluations

**2. Eligibility**

All fulltime, SACT, Part-time, and guest faculty members of the college are eligible to provide Consultancy services in their respective area of specialization/expertise.

**3. The Committee**

A special committee will be constituted for considering and approving all proposals related to consultancy services. The composition of the committee is –

- i) The Principal – Chairman
- ii) Chairperson, IQAC – Secretary
- iii) Coordinator, IQAC – member
- iv) Secretary, TC - member
- v) Language – 2 members from
- vi) Social Sciences- 2 members
- vii) Sciences- 2 members
- viii) External member-

This committee shall –

- Maintain liaison with faculty engaged in consultancy services.
- Assist the institute in promoting faculty consultancy services through its websites/channels.
- Encourage faculty to influence their networks for potential consultancy opportunities.
- Provide necessary assistance to faculty.

  
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- Determine the percentage of total professional time that may be allocated to external consultancy
- Ensure that the consultancy work is carried out outside core teaching and research hours
- Consultancy fees will be determined based on market rates, the complexity of the project, and the time and expertise involved.
- Execute a formal consultancy agreement, upon approval, between the faculty member and the client. This agreement may include provisions related to intellectual property, confidentiality, and liability
- Review the outcome of the project periodically
- Develop a system for receiving and analysing the feedbacks from the clients and stakeholders.
- Resolve any dispute arising from consultancy work.
- The committee shall establish a prize for the best consultation services of the year.
- Prepare an annual report of its activities.

#### **4. Proposal Submission**

Faculty members must submit a detailed proposal outlining: Scope of work, expected outcomes, approximate timeframe, budget, specific technical and resource support from the college etc. for consideration. Faculty members must follow all laws and ethical guidelines, and disclose any potential conflicts of interest.

The committee will develop and prescribe a format for the same.

#### **5. Revenue Sharing**

The proposed consultancy services are anticipated to generate revenue. With the prior approval of the Governing Body, this revenue will be allocated as follows:

- **35%:** Faculty Member
- **65%:** College for operational costs and future investments

The college's share will be deposited into its corpus fund, earmarked for:


- Infrastructure development
- Professional development
- Departmental requirements

The college will maintain a separate account for this project, which will be audited annually by an independent auditor. The audit expenses will be covered by the fund itself.

#### **12. Contact Information**

For questions or clarifications regarding this policy, please contact:

- Mr. Ardhendu Bepari, Head Assistant, Office of the Principal: +91-6290317172
- Mr. Tarique Ali Nayer, Compounder, Department of Chemistry: +91-8910459509

  
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