

Consultancy Policy



UDAI PRATAP COLLEGE, VARANASI-221002

(An Autonomous Institution Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi)

1. INTRODUCTION

- 1.1. **Background:** Udai Pratap College, affiliated with Mahatma Gandhi Kashi Vidyapith, has a rich tradition of academic excellence and knowledge dissemination. The College is committed to leveraging its academic expertise and resources to provide consultancy services to external organizations. The Consultancy Policy Document outlines guidelines for providing consultancy services to external clients while leveraging the college's expertise, resources, and facilities.
- 1.2. **Purpose:** The purpose of this policy is to establish a structured framework for offering consultancy services, fostering collaborations, and generating revenue while maintaining academic and research standards.
- 1.3. **Scope:** This policy applies to all consultancy services offered by Udai Pratap College, involving faculty, staff, and students from the five faculties: Science, Arts, Commerce, Agriculture, and Education.

2. CONSULTANCY SERVICES

- 2.1. **Definition:** Consultancy services refer to the provision of expert advice, knowledge, research, and solutions by faculty, staff, and students of Udai Pratap College to external clients, including government agencies, private organizations, and individuals.
- 2.2. **Objectives:** The objectives of offering consultancy services include applying academic expertise to solve real-world problems, fostering collaboration with external stakeholders, and providing practical learning opportunities for students.
- 2.3. **Eligibility:** All faculty members, researchers, and experts affiliated with the college are eligible to offer consultancy services, subject to compliance with relevant regulations.
- 2.4. **Types of Consultancy:** Consultancy services may encompass a wide range of activities, including but not limited to research projects, training programs, technical assistance, and advisory services.

3. CONSULTANCY PROCESS

- 3.1. **Proposal Submission:** Individuals or teams interested in offering consultancy services must submit detailed proposals outlining the scope, objectives, timeline, and resource requirements of the project.
- 3.2. **Evaluation and Approval:** Consultancy proposals will be evaluated for alignment with the college's mission and feasibility. Approved proposals will receive the necessary resources and support.
- 3.3. **Project Execution:** Consultants shall execute the project according to the approved proposal, adhering to timelines and quality standards. Consultancy services shall be delivered professionally, adhering to the highest academic and ethical standards.
- 3.4. **Client Engagement:** The engagement process involves identifying client needs, proposing solutions, and signing consultancy agreements, clearly defining project scope, objectives, deliverables, and timelines.
- 3.5. **Reporting and Documentation:** Consultants are responsible for providing periodic progress reports and delivering the project outputs as agreed upon. Proper documentation of the consultancy project is essential for accountability and knowledge dissemination.

4. CONSULTANCY FEE AND REVENUE

- 4.1. **Fee Structure:** The College shall establish a fee structure for consultancy services, taking into account project complexity, expertise required, and market rates.
- 4.2. **Revenue Sharing:** Revenue generated from consultancy services shall be shared between the college and faculty/staff members involved, as per the college's revenue-sharing policy.

5. CONSULTANCY ETHICS, IPR AND QUALITY ASSURANCE

- 5.1. **Ethical Guidelines:** Consultants must adhere to ethical standards, including integrity, transparency, and avoidance of conflicts of interest, throughout the consultancy engagement.

- 5.2. **Quality Assurance:** The College shall maintain quality assurance mechanisms to ensure that consultancy services meet or exceed industry standards.
- 5.3. **Confidentiality:** Consultancy projects must ensure the confidentiality and security of client data and information.
- 5.4. **Ownership of Outputs:** Ownership of intellectual property arising from consultancy projects shall be governed by agreements between the college, faculty/staff, and clients.
- 5.5. **Client Feedback:** Client feedback will be collected and analyzed to improve the delivery of consultancy services.

6. COLLABORATIONS AND PARTNERSHIPS

- 6.1. **Collaborative Projects:** The College encourages collaborative consultancy projects with other academic institutions, industry partners, and government agencies.
- 6.2. **Memorandums of Understanding (MoUs):** MoUs will be established to formalize collaborative arrangements for consultancy projects.

7. CONSULTANCY POLICY REVIEW

- 7.1. **Periodic Evaluation:** This Consultancy Policy shall be periodically evaluated to assess its effectiveness and alignment with the college's objectives.
- 7.2. **Policy Amendments:** Amendments to this policy may be made based on changing needs, industry trends, and regulatory requirements.

This Consultancy Policy Document outlines the principles and procedures for consultancy activities at Udai Pratap College, Varanasi. All stakeholders involved in consultancy are expected to adhere to these guidelines for the benefit of the institution and its broader engagement with external organizations.


Principal
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