



# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

## Consultancy Policy Document

### Introduction:

This document outlines D.N.R. College's policy on consultancy work aiming to foster a collaborative environment where faculty can use their expertise for external projects. It covers guidelines for engaging in consultancy, ensuring ethical practices and maintaining the institution's reputation.

### Scope:

This policy applies to all faculty at D.N.R. College (Autonomous) interested in consultancy activities with external sponsors such as research bodies and industries. External agencies may also collaborate with the college with specific norms agreed upon as needed.

### Consultancy Approval Process

- 1. Request and Permission:** Faculty must submit a formal request to the Research and Development Cell, detailing the project's scope, objectives and benefits to the institution and society.
- 2. Assessment and Alignment:** The Dean along with department heads and the principal will assess the project's alignment with the college's goals, ethical considerations and potential impact.
- 3. Principal's Approval:** The principal will review and approve the proposal if it aligns with the institution's objectives. The faculty member will be notified of the decision.

### Conduct of Consultancy

- 1. Project Execution:** After approval, the faculty can start the project duly following the agreed timeline, scope and deliverables.

  
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## 2. Guiding Principles:

- Consultancies should align with institutional policies.
- Pay structures must follow institutional or funding agency procedures.
- Projects must include institutional overhead charges.
- Staff must get the principal's permission for consultancy projects.
- Faculty must uphold ethical obligations defined by the institution.
- Approved consultancies must follow this policy and related documents.
- Only full-time faculty and approved employees can engage in consultancy.

**3. Reporting and Documentation:** Faculty must submit regular progress reports, including project status, milestones and challenges to the Research and Development Cell.

## Consultancy Amounts and Distribution

**1. Calculation:** Consultancy costs are flexible but must include project staff salaries, consumables, operational expenses, equipment charges and overhead costs.

### 2. Distribution:

- **Institution:** 30% of the consultancy fee covers administrative and overhead costs.
- **Faculty:** 70% of the fee goes to faculty involved in the project, recognizing their expertise and effort.

**3. Incentives:** Successful projects may be acknowledged in performance evaluations and career progression.

## Intellectual Property

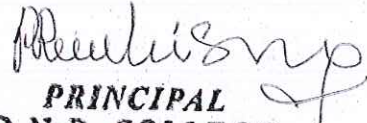
Intellectual property rights from consultancy projects will be agreed upon by the faculty member, the D.N.R. College (Autonomous) and the external sponsor ensuring fairness and transparency.

## Summary:

This policy aims to streamline the consultancy process while upholding the college's core values. The policy may be updated periodically to encourage faculty and staff participation in consultancy projects. Any issues not covered in this document can be addressed by the competent authority involving the IQAC Cell and the Principal.

  
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