

Consultancy Policy

Businesses have certain requirements they must meet when employing workers and many need help adhering to legal regulations and overcoming practical challenges. When they need help, businesses that don't have in-house expertise turn to consulting firms from outside. Realizing this basic premise of helping corporate world in their day-to-day and long-term developmental needs, IFHE has come out with an exclusive wing of consultancy services aimed at enriching the knowledge and skill set of business firms.

Consultation is encouraged for faculty and research scientists and post-doctoral scholars. Consultation examples involve expert advice, testimony, testing services, help with product/process development for a company, policy and planning, support for collaborations and conferences, project planning, marketing and business analysis and support, modelling and predictive analysis and so on. The purpose of consulting is seen as a service to the community and to the industry and as an outreach activity of the institution. Every consulting activity must be informed to the institution and must be initiated only after approval by Dean of the Faculty through the Head of the faculty's Department. Any use of the institutional facilities, resources, infrastructure and equipment must be appropriately considered as per institutional norms. Hence a proper consultative agreement must be formulated with the institution for each consulting activity to ensure that resources are properly utilized and the institution is in agreement with the nature of the services rendered. The consultancy budget may request for salary to the principal investigator and any other associated staff of the university. Faculty are allowed upto 10% of their full-time equivalent for all of their consultancy activities. Beyond 10%, the faculty will need to buy additional time from the university, provided their academic activities allow additional time and provided they have the permission of the Head of the Department.

IFHE consulting is simply not aimed at consultation on human resources practices, management processes, operations knowledge/technologies etc. but something more than that by figuring out the future transformational needs of the business firms across the country. This can range from requiring assistance with recruiting and hiring efforts, or it can be strategic integration of HR programs, processes, policies or practices. By creating and developing a business model specific to the organizations to ensure that the company is effectively using its personnel to achieve its stated goals, our services will ensure that the workforce is operating at a high level of productivity and efficiency. At the end of the day, the role of IFHE consultancy division is to assist our clients with identification of their needs and issues that arise on Management, Engineering, Law and Architecture. Also, by helping them develop an action plan and establish policy and procedures to enhance the success of their organization our consultancy team will unveil a long-term strategy framework. Typically, these efforts break down into four core areas of focus.

1. Guidelines

- a. Academic staff is eligible for a maximum of 52 days leave for the specific work of consultancy in an academic year. The academic year will be considered as from 1st June to 31st may in year. The leave has to be got sanctioned by the competent authority.



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- b. The term consultancy here shall mean and includes any consultancy work, project, job or assignment undertaken from any organization other than the institute.
- c. Prior approval from the institute is required to be obtained for undertaking the consultancy work by applying in prescribed form to the reporting authority. The reporting authority shall forward it with remarks to the competent authority for approval.
- d. The consultancy leave cannot be clubbed with any other leave for which the employee is eligible, such as casual leave, earned leave or extra ordinary leave.
- e. Employee shall not be allowed to undertake more than 4 such projects in a year. However, this limit may be relaxed by the competent authority.
- f. Consultancy in a city at a distant of more than 150 km from the present posting of the staff member shall not be permitted. However, this stipulation may be relaxed by the competent authority.
- g. If the employee is paid any remuneration or fees for the work, then he shall be liable to pay 1/3 of any such amount received to the Institute. However, the expenses reimbursed by the consulting organization shall be exempted from this condition.
- h. Employees are supposed to maintain full confidentiality of the information relating to the Institute, and any disclosure of such confidential information will attract disciplinary action against the employee.
- i. Employee shall not be allowed to use any Institute's resources for the purpose of such third-party consultancy.
- j. Employee shall have to ensure that the regular work in the Institute is not affected in any manner due to such consultancy work.
- k. Institute shall have the right to cancel any Consultancy Leave given earlier, with or without giving any reason.
- l. Payment for private consulting activities is a matter between the client and consultant. The Institute shall not act as an agent of either the consultant or his client.
- m. Prior to participating in an outside consulting engagement, a- employee must notify his client in writing that the employee is act - as an individual, that the Institute is in no way a party to the agreement, and that the Institute shall not be responsible or liable for the performance or results of such. Consultation.
- n. When Institute is not involved in the consultancy, the employee shall be required to obtain letter from the outside organization, confirming that the Institute is no way involved in the consultancy, and the outside organization understands it well.
- o. If the consultancy assignment is given by the Institute, but not relating to Institute then,

- (a) Employee shall be entitled to 1/3 of the consultancy fee received from the outside organization.



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- (b) Employee shall be entitled to claim reasonable expenses from the Institute.
 - (c) Employee may involve students in the consultancy with prior permission from the competent authority.
 - (d) If an employee does not attend office for the purpose of consultancy then, such leave will be marked as 'On Duty' and will not be debited to the employee's consultancy leave account.
- p. If the employee requires any assistance for the consultancy, then, the employee is expected to take such help from the students of the Institute. The students may be paid for the work done by the employee. Stipend to students can be decided by the employee and the students helping.
- q. No employee may serve as a private consultant to any individual, company, corporation or agency on a project or activity covered by an agreement between such an organization and the Institute.



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