

Consultancy Policy Document

This document defines the guidelines, principles, and procedures for engaging and managing faculty consultants.

Purpose

We recognize the importance of expert advice and specialized services. This policy aims to ensure that consultancy must be procured and managed effectively, efficiently, and in lieu with institutional policies.

Scope

This policy applies to all who either seek for consultancy or provide services as consultant on behalf of institution.

Terminologies

- **Consultant:** Any individual or institution itself providing expert advice/ services for a short period.
- **Consultancy Services:** Professional services provided by a consultant, such as advice, analysis, design, implementation, and evaluation.
- **Research Consultancy:** The provision of expert advice or services to support research projects.

Policy Principles

1. **Transparency:** All Consultancy services will be transparent, with clear objectives, scope, and deliverables.
2. **Accountability:** Consultants will be accountable for their work and deliverables.
3. **Value for Money:** Consultancy services will be provided at reasonable rates.
4. **Conflict of Interest:** Consultants will not have any conflict of interest with institution.
5. **Quality Assurance:** Consultants must meet the quality standards.
6. **Intellectual Property:** The institution retains ownership of any intellectual property rights procured through consultancy.