

**SACRED HEART COLLEGE
(AUTONOMOUS), TIRUPATTUR.
TIRUPATTUR DISTRICT.**

Affiliated to Thiruvalluvar University



CONSULTANCY POLICY

Policy Guidelines For Consultancy

- (i) Consultancy is a practice of transfer of knowledge or expertise of a faculty or a group of faculty for service provided to a client (industries/institutions). For the service provided the client pays an agreed consultancy fee. The consultancy assignments are generally short term in nature.
- (ii) College encourages all its faculty members to take up consultancy activity with relevant institutions/corporates of high repute in order to embrace real-world applications of their expertise, facilitate knowledge transfer, and contribute to the academic and professional development of both faculty and students.
- (iii) For the purpose of consultancy the college encourages using the resources/ facilities/ infrastructure of the institution.
- (iv) These services span various domains, facilitating a symbiotic relationship between academia and industry.
- (v) Faculty members can participate in research and development projects, collaborating with industry partners to drive innovation and product development.
- (vi) Information Technology and Software Consulting: Providing IT solutions, software development, and cybersecurity expertise.
- (vii) Social and Community Projects: Engaging in consultancy work for non-profit organizations and community development initiatives.
- (viii) Consultancy can also include training and skill development programs, enhancing the workforce's capabilities in areas such as technology, management, and more.
- (ix) Faculty may also conduct market research, offering valuable insights for business decision-making.
- (x) Faculty are also encouraged to offer environmental and sustainability consultation that promotes eco-friendly practices
- (xi) It is advised to document/sign an appropriate Memorandum of Understanding (MoU) between the college and industries/ corporates/ institutions, seeking consultancy services.
- (xii) Upon receipt of the problem statement(s) from the collaborating organizations the faculty/Head will route it through the Dean of Research to Principal desk. The Principal in consultation with the

committee will look into the feasibility/logistics/cost estimation of the consultation service and will direct it to the concerned department.

- (xiii) A detailed work plan, including the budget needs will have to be approved by both the partnering institutions prior to the commencement of consultancy.
- (xiv) The consultancy services should not interfere in the discharge of primary duties of faculty members of the college. The college management provides necessary amenities for the consultancy services.
- (xv) All consultants need to abide by the revenue sharing criteria determined by the college, which would be decided for the individual projects.
- (xvi) Faculty members should promptly communicate any unexpected difficulties or challenges encountered during the consultancy to both the college and the partnering institutions/organizations.
- (xvii) Any departures from the originally defined objectives and terms of reference for the consultancy services must receive approval from both the involved institutions.
- (xviii) Upon successfully concluding the consultancy, faculty members are required to submit a comprehensive report to both the college and the partnering industries, corporations, or institutions.

APPROVED BY : INTERNAL QUALITY ASSURANCE CELL Dated 16.03.2020


Principal 16/03/20

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