



Ready for  
Every Good Work

# SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

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A Don Bosco Institution of Higher Education, Founded in 1951 \* Affiliated to Thiruvalluvar University, Vellore \* Autonomous since 1987

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

## POLICY GUIDELINES FOR CONSULTANCY

- 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.
- 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.
- For the purpose of consultancy the college encourages using the resources/ facilities/ infrastructure of the institution.
- These services span various domains, facilitating a symbiotic relationship between academia and industry.
  - Faculty members can participate in research and development projects, collaborating with industry partners to drive innovation and product development.
  - Information Technology and Software Consulting: Providing IT solutions, software development, and cybersecurity expertise.
  - Social and Community Projects: Engaging in consultancy work for non-profit organizations and community development initiatives.
  - Consultancy can also include training and skill development programs, enhancing the workforce's capabilities in areas such as technology, management, and more.
  - Faculty may also conduct market research, offering valuable insights for business decision-making.
  - Faculty are also encouraged to offer environmental and sustainability consultation that promotes eco-friendly practices
- It is advised to document/sign an appropriate Memorandum of Understanding (MoU) between the college and industries/ corporates/ institutions, seeking consultancy services.
- 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.
- A detailed work plan, including the budget needs will have to be approved by both the partnering institutions prior to the commencement of consultancy.
- 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.
- All consultants need to abide by the revenue sharing criteria determined by the college, which would be decided for the individual projects.

- Faculty members should promptly communicate any unexpected difficulties or challenges encountered during the consultancy to both the college and the partnering institutions/organizations.
- Any departures from the originally defined objectives and terms of reference for the consultancy services must receive approval from both the involved institutions.
- 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.