

CAUVERY COLLEGE FOR WOMEN (Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Consultancy Policy

Objective:

The primary objective of the Consultancy Projects Policy is to facilitate and regulate the provision of expert consulting services by the faculty members and experts associated with the Institution to external organizations and clients. The purpose of this policy is to establish guidelines for faculty engagement in consultancy projects, ensuring effective dissemination of knowledge and service to industry and society. This policy applies to all faculty members involved in consultancy activities within the college.

Eligibility:

Faculty members and experts with relevant expertise and experience are eligible to engage in consultancy projects. Consultancy services may include technical advice, research, testing, or specialized project support.

Consultancy: The provision of expert advice or services to industries, service sectors, government, and non-government departments.

Research/Consultancy Funds: Grants received from governments, industries, and NGOs and individuals for consultancy projects.

Policy Statement:

- The college recognizes that Consultancy, is an effective way to disseminate knowledge and is committed to make it accessible, the available faculty expertise through service to industry and society.
- Consultancy services may be offered to various sectors, leveraging the expertise available within the college.
- Revenue generated from consultancy projects shall be shared between the faculty member(s) and the institution.
- Consultancy activities should not disrupt normal teaching and research operations.

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Proposal Submission:

Interested faculty members or experts shall submit a detailed proposal outlining the scope of work, objectives, deliverables, timeline, estimated costs, and any potential conflicts of interest to both internal stakeholders and external consultants regarding the procedures for engaging consultancy services. Proposals should align with the Institution's expertise and capabilities.

- ✓ The Research /Consultancy /Funds grants received from governments /Industries /NGO Shall be extended entirely to the concerned faculty under the various heads specified in the proposal.

A policy in this respect is prepared and implemented as shown below:

- ✓ The consultancy work will be carried out under the overall supervision of the Principal of the college.
- ✓ Consultancy services may be offered to industries, service sectors, government and Non-Government Departments and individuals in areas of expertise available in the college.
- ✓ All the research projects sponsored by the government (DST, DBT, ICMR, DRDO etc) do not fall under the category of consultancy.
- ✓ The consultancy and related service should not interfere with normal teaching and research in the college.
- ✓ Training programmes to be conducted for faculty for undertaking consultancy.
- ✓ Training programmes to be conducted for non -teaching staff for supporting consultancy activities
- ✓ Faculty can avail the facilities available in the campus for consultancy.
- ✓ Faculty members can also go for consultancy on holidays.

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



- ✓ The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal/IQAC through the head of the department.
- ✓ Faculty members who undertake consultancy services on working days will inform the head of the department and the principal and get prior permission.
- ✓ The norms of the government (15 days at the present) will be followed in availing O.D.
- ✓ When consultancy services are offered on a working day, the faculty will share the revenue with the institution.
- ✓ The revenue will be shared at a proportion of 80% and 20% respectively between the faculty and the institution respectively.
- ✓ Publicity for consultancy will be made in the form of pamphlets which will consists of list of experts and their areas of expertise. A list will also be included in the college calendar, alumnae newsletter and the website.
- ✓ Further amendments and additions to the policy could be done whenever required. Such proposals will be considered by the principal.

Funding and Compensation:

Compensation for consultancy services, including honoraria or fees, should be negotiated and documented in the project contract. The Institution may retain a portion of the revenue generated from consultancy projects to support administrative and overhead costs.

Ethical Considerations:

Faculty members and experts engaged in consultancy projects should uphold the highest ethical standards, avoid conflicts of interest, and ensure that the Institution's reputation is maintained. Confidentiality agreements and intellectual property rights shall be appropriately managed. Faculty members engaging in consultancy activities must adhere to the norms and regulations set forth by the Government.

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Reporting and Accountability:

Faculty members and experts involved in consultancy projects should provide periodic progress reports and a final report summarizing the project's outcomes to the Institution. The Institution may maintain oversight to ensure compliance with policies and ethical standards.

This Consultancy Projects Policy aims to streamline the process of engaging in consultancy work while upholding the Institution's reputation for excellence and ethical conduct in serving external clients and organizations.

Responsibilities:

- The Research Committee oversees the consultancy application process, reviews proposals, and allocates funds.
- Principal Investigators are responsible for managing funds in compliance with institutional policies and reporting requirements.

Review and Revision:

This policy will be periodically reviewed by the Research Committee to ensure alignment with institutional goals and priorities.

References:

Informed by best practices in consultancy management within educational institutions.

Approval:

This policy was approved by the recommendations of the Research Committee shall be forwarded to the Principal and Secretary of Cauvery College for Women(Autonomous) for the approval and subsequent sanctioning of grants in favour of recommended proposals submitted by the faculty members on Date and will go into effect immediately

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in

CAUVERY COLLEGE FOR WOMEN

(Autonomous)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



Effective Date:

This policy is effective as 4th of November 2021

Contact Information:

For inquiries, please contact Research Advisory Committee Secretary, Cauvery College for Women (Autonomous), Trichy-620018

Appendices:

- Consultancy Application Form
- Guidelines for Proposal
- Utilization Certificate
- Expenditure Statement

The adherence of any tasks mentioned above could serve as evidence of progress in the project. The findings presented herein contribute valuable insights, paving the way for future exploration and advancements in the fields.



V. Vijayarathna
PRINCIPAL
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018
Tamilnadu.

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

Website : cauverycollege.ac.in Phone : 0431 - 2763939, 2751232 Fax : 0431 - 2751234

Email : cauverycollege_try@rediffmail.com, principal@cauverycollege.ac.in