

Muthayammal College of Arts and Science

Consultancy Project Policy

1. Introduction

This Consultancy Project Policy outlines the guidelines and procedures for faculty members and students of the Arts and Science College to engage in consultancy projects. Consultancy projects are collaborative endeavors that enable the college's expertise to be utilized for the benefit of external organizations, businesses, and community partners. This policy aims to promote the application of academic knowledge and research capabilities to real-world challenges while maintaining academic integrity and ethical standards.

2. Objectives

The primary objectives of the Consultancy Project Policy are as follows:

- a. To foster collaboration between the college and external stakeholders to address practical challenges and provide solutions.
- b. To enhance the reputation of the college by showcasing the expertise and capabilities of faculty members and students.
- c. To create opportunities for faculty members and students to gain hands-on experience and practical skills.

- d. Generate additional revenue streams for the college to support academic and research initiatives.

3. Eligibility

- a. Faculty Members: All full-time and Adjunct faculty members are eligible to participate in consultancy projects.
- b. Students: Consultancy projects may involve students based on their academic performance, expertise, and willingness to participate. Students must be at least in their [4th] semester to be considered for consultancy projects.

4. Approval Process

- a. Faculty-initiated Projects: Faculty members interested in undertaking consultancy projects must submit a detailed proposal to the College Consultancy Committee. The proposal should include project objectives, scope, deliverables, timeline, and potential stakeholders.
- b. External-initiated Projects: External organizations or partners interested in engaging the college for consultancy projects must submit a formal request to the College Consultancy Committee. The request should outline project details, expected outcomes, resources required, and a tentative timeline.

c. Evaluation and Approval: The College Consultancy Committee, comprising senior faculty members and college administrators, will evaluate all project proposals based on feasibility, alignment with college objectives, ethical considerations, and resource availability. Approved projects will receive a formal acceptance letter, and the project team will be established.

5. Roles and Responsibilities

a. Project Lead: A faculty member with expertise relevant to the project will be designated as the Project Lead. The Project Lead will oversee the project's execution, coordinate with external stakeholders, and ensure the project's successful completion.

b. Project Team: The Project Lead will assemble a team of faculty members, students, and any other required experts to work on the project. Each team member's roles and responsibilities will be clearly defined.

c. College Administration: The college administration will provide logistical support, allocate necessary resources, and ensure that the consultancy projects align with the college's vision and mission.

6. Intellectual Property Rights

a. Ownership: The intellectual property rights of the consultancy project's outputs will be determined and agreed upon in a separate contract between the college and the external stakeholders. The college will generally retain ownership of the research and methodologies developed during the project.

b. Confidentiality: All parties involved in the consultancy project must sign a confidentiality agreement to protect sensitive information shared during the project.

7. Reporting and Documentation

a. Progress Reports: The Project Lead will provide regular progress reports to the College Consultancy Committee, detailing the project's status, achievements, and any challenges faced.

b. Final Report: At the project's completion, the Project Lead will submit a comprehensive final report, including outcomes, recommendations, and a project evaluation.

8. Funding and Compensation

a. Funding: External-initiated consultancy projects may involve financial compensation, which will be used to support the college's research and academic initiatives.

b. Student Compensation: Student participants may receive remuneration or academic credits based on their level of involvement and the nature of the project.

9. Ethical Considerations

a. Conflict of Interest: Faculty members must disclose any potential conflicts of interest that could arise during the consultancy project.

b. Ethical Guidelines: All consultancy projects must adhere to the ethical guidelines set by the college and relevant professional bodies.

10. Review and Amendments

This Consultancy Project Policy will be subject to periodic review and amendments as necessary, with the approval of the College Consultancy Committee and the college administration.

[Signature of College Principal/Dean] [Date]