



CONSULTANCY POLICY

To promote consultancy at the national and international level by mobilizing the knowledge and expertise of the faculty for the benefit of the individual, institution and society.

1. Introduction

This policy outlines the framework for consultancy services provided by faculty of Holy Cross College (Autonomous) Tiruchirappalli-2. Consultancy refers to the provision of expertise, advice, or services to external organizations or individuals, paid or honorary. The college encourages consultancy work as a means of knowledge transfer, building industry relationships and enhancing the professional development of its faculty members. This policy ensures that consultancy activities align with the objectives and values of the college while safeguarding academic responsibilities and institutional interests.

2. Objectives

The Consultancy Cell of Holy Cross College aims to

- Facilitate the exchange of knowledge between academia and industry, fostering innovation and practical solutions.
- Mobilize funds for Research and outreach activities
- Ensure that all consultancy activities are conducted in a professional and ethical manner, with specific terms and conditions.
- Protect the interests of both the institution and its staff by providing a transparent system for managing consultancy work.

3. Terms and Conditions

3.1 Scope and Eligibility

- Consultancy leverages the expertise of faculty in their respective fields.
- Consultancy engagements in addition to the primary duties of teaching, research and service to the institution.
- Faculty members should ensure that consultancy engagements are relevant to their professional expertise and the goals of the institution.

3.2 Approval Process

- Letter of invitation should be send to the Principals mail
- All consultancy work must be formally approved by the Head of Departments and the Principal before it begins.
- A detailed proposal outlining the scope, duration and expected outcomes of the consultancy should be submitted for approval.



- Any potential conflicts of interest must be disclosed and addressed during the approval process.

3.3 Time Commitment

- Faculty members are allowed to indulge in consultancy activities, ensuring that academic responsibilities are not compromised.
- Consultancy work that requires more than specified time per week must receive special approval from the Principal.

3.4 Fee Structure and Revenue Sharing

- Consultancy fees should be based on market standards and negotiated between the faculty member and the client.
- A percentage of the consultancy fee (typically [suggested range, e.g., 10-20%]) will be allocated to the institution as a contribution towards administrative support and facilities used.
- The remaining fee will be retained by the faculty member, subject to applicable taxes.

3.5 Use of College Resources

- College facilities, equipment and resources may be used for consultancy work with prior approval. However, this usage should not disrupt or delay institutional operations.
- Any cost associated with the use of college resources should be included in the consultancy agreement and billed to the client accordingly.

3.6 Intellectual Property Rights (IPR)

- The ownership of intellectual property developed during consultancy work should be clearly defined in the agreement with the client.
- Where consultancy results in significant intellectual property, the college may assert its rights to share in any future revenue streams, as per its IPR policy.

3.7 Confidentiality and Non-Disclosure

- Faculty members must ensure the confidentiality of any sensitive information obtained during consultancy activities.
- Non-disclosure agreements (NDAs) may be signed to protect both the consultant and the client's interests

3.8 Liability and Risk

- The college does not bear any liability for consultancy work performed by faculty members unless explicitly stated in the agreement.



Holy Cross College (Autonomous)

Affiliated to Bharathidasan University
Nationally Accredited (4th Cycle) with A++ Grade (CGPA 3.75/4) by NAAC
College with Potential for Excellence
Tiruchirappalli - 620 002, Tamilnadu, India.

- Faculty members are required to indemnify the college against any legal claims that may arise from their consultancy activities.

3.9 Reporting and Documentation

- All consultancy work must be documented and a report should be submitted at the conclusion of each consultancy project.
- An annual summary of consultancy activities must be presented to the college management, including income generated and any potential conflicts of interest.

3.10 Termination of Consultancy

- The college reserves the right to terminate any consultancy agreement if it is found to violate institutional policies, affect academic responsibilities, or bring the college into disrepute.

4. Review of Policy

This policy will be reviewed 3 years to ensure its relevance and alignment with the institution's goals and the changing landscape of consultancy work.

Panel Members:

- Principal
- Vice Principals
- Members of the Consultancy Cell
- Heads of Various Departments