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Consultancy Policy for CT Institute of Technology & Research, Maqsudan, Jalandhar

Introduction:

CT Institute of Technology & Research, Maqsudan, Jalandhar recognizes the importance of consultancy services in enhancing its academic and research endeavours, fostering industry-academic collaboration, and contributing to the socio-economic development of the region and the nation. This policy outlines the guidelines and procedures for engaging in consultancy activities by faculty members, researchers, and staff of CT Institute of Technology & Research, Maqsudan, Jalandhar.

Definitions:

a.Consultancy: Consultancy refers to the provision of professional advice, expertise, or specialized services by faculty members, researchers, or staff to external organizations, industries, government agencies, or non-governmental organizations (NGOs) for a fee.

b.Consultancy Agreement: A formal contract or agreement between CT Institute of Technology & Research, Maqsudan, Jalandhar and the external entity outlining the scope, objectives, deliverables, terms, and conditions of the consultancy services.

c.Consultancy Committee: A committee constituted by CT Institute of Technology & Research, Maqsudan, Jalandhar to oversee and evaluate consultancy activities, approve proposals, and ensure compliance with relevant policies and regulations.

Eligibility:

a. Faculty members, researchers, and staff of CT Institute of Technology & Research, Maqsudan, Jalandhar are eligible to engage in consultancy activities.

b. Consultancy activities should align with the academic and research expertise of the individuals and the objectives of CT Institute of Technology & Research, Maqsudan, Jalandhar.

Procedures:

a. Proposal Submission:

i. Individuals interested in undertaking consultancy projects shall submit a detailed proposal to the Consultancy Committee.

ii. The proposal should include information such as the scope of work, objectives, methodology, deliverables, timeline, budget, and potential impact.

b. Evaluation and Approval:

i. The Consultancy Committee will evaluate the proposal based on its academic merit, relevance, feasibility, and potential benefits.

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ii. Upon approval, the Committee will negotiate terms and conditions with the external entity and finalize the consultancy agreement.

c. Execution and Monitoring:

i. The faculty member or researcher leading the consultancy project shall execute the project as per the agreed timeline and deliverables.

ii. Regular monitoring and progress reporting shall be conducted to ensure compliance with the consultancy agreement.

d. Completion and Closure:

i. Upon completion of the consultancy project, a final report detailing the outcomes, findings, and recommendations shall be submitted to the Consultancy Committee.

ii. Any intellectual property rights arising from the consultancy project shall be managed as per the policies of CT Institute of Technology & Research, Maqsudan, Jalandhar.

Financial Arrangements:

a. Consultancy fees and other financial arrangements shall be negotiated and approved by the Consultancy Committee.

b. CT Institute of Technology & Research, Maqsudan, Jalandhar may charge overheads or administrative fees as per the prevailing policies.

Confidentiality and Intellectual Property:

a. Faculty members, researchers, and staff shall adhere to strict confidentiality agreements with the external entities involved in consultancy projects.

b. Intellectual property rights arising from consultancy projects shall be governed by mutually agreed terms specified in the consultancy agreement.

Conflict of Interest:

a. Individuals engaged in consultancy activities shall disclose any potential conflicts of interest to the Consultancy Committee.

b. Measures shall be taken to mitigate conflicts of interest, ensuring transparency and integrity in consultancy engagements.

Compliance and Reporting:

a. All consultancy activities shall comply with the policies, regulations, and ethical standards of CT Institute of Technology & Research, Maqsudan, Jalandhar and relevant statutory authorities.

b. Periodic reports on consultancy activities, including financial statements, shall be submitted to the Consultancy Committee for review and evaluation.

Amendments:

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This consultancy policy may be amended or revised by CT Institute of Technology & Research, Maqsudan, Jalandhar as deemed necessary, with the approval of the competent authority.

Review:

This consultancy policy shall be subject to periodic review and evaluation to ensure its effectiveness and relevance.

Implementation:

The implementation of this consultancy policy shall be the responsibility of the Consultancy Committee, in coordination with the concerned departments and administrative offices of CT Institute of Technology & Research, Maqsudan, Jalandhar.

CT Institute of Technology & Research, Maqsudan, Jalandhar reserves the right to modify, interpret, or terminate this policy as necessary to meet its objectives and comply with applicable laws and regulations.