

**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
(AUTONOMOUS)**

UTHAMAPALAYAM, THENI DISTRICT

Affiliated to Madurai Kamaraj University, Madurai



CONSULTANCY AND EXTENSION POLICY

Rationale for the Policy

The requirement for an effectual Hajee Karutha Rowther Howdia College Consultancy and Extension Policies arise due to the following factors:

- (i) To promote opportunities for staff and students to undertake consultancy services and extension activities with Government Funding Agencies and from the Industries / Non-Governmental Organizations / Academic, etc.
- (ii) To Challenge the needs of Higher Educational Institutions benchmark and standards.

Objectives of Consultancy Policy

- (i) To establish a framework availing On Duty Consultancy activities.
- (ii) To provide an enabling environment for collaboration and partnerships in research with both national and international agencies.

Objectives of Extension Policy

- (i) To develop mechanisms to undertake extension services.
- (ii) To enhance and strengthen partnership with private and public organizations and individuals in community development and people empowerment.

Office Bearers of Consultancy Service and Extension Activities

The Convener of Consultancy and Extension shall be appointed within the division of Academics. Major decision making will be done through the Board of Management.

Functions of the Directorate Consultancy

- (i) To integrate research and Consultancy services.
- (ii) To intensify capacity building in research.
- (iii) To offer expert Consultancy services in the neighborhood.

Extension

- (i) Educational tour.
- (ii) Trade Fairs and Exhibitions.
- (iii) Propagation of knowledge to neighborhood.
- (iv) Organization of Seminars, Workshops and Conferences.

Consultancy and Extension Committee

The Committee shall comprise the Principal, IQAC Coordinator, Academic Deans, Convener of Extension Activities, Coordinators of Extension Activities and Faculty representatives.

Functions of the Committee

- (i) To obtain consultancy and contracts related to research and research product development.
- (ii) To assist staff in drawing up consultancy contracts.
- (iii) To sign MoUs with Government corporate, research centers, Incubation Centers, NGOs and Academic Institution.
- (iv) To offer consultancy services.

Centre of Excellence in Consultancy and Centre for Extension

Hajee Karutha Rowther Howdia College shall upgrade its resources by recognizing research domains and developing these as 'centers' of academic excellence taking into account the existing research strengths as well as the regional and national requirements.

Consultancy Services

Definition of Consultancy

Consultancy is a professional practice where a faculty of Hajee Karutha Rowther Howdia College provides expert advice to a client.

Consultancy assignments are generally short term in nature.

Principles of Hajee Karutha Rowther Howdia College Consultancy Unit

- (i) Consultancy services undertaken by faculty should be befitting to University / College
- (ii) Consultancy shall be open to all staff members
- (iii) The Hajee Karutha Rowther Howdia College Consultancy Unit shall implement rules and regulations governing the conduct of Consultancy services by faculty

Types of Consultancies

- Hajee Karutha Rowther Howdia College Consultancy
- Private Consultancy

Hajee Karutha Rowther Howdia College Consultancy

- (i) The Consultancy should be within the area of expertise of the member of Faculty and should provide the expertise wherever required
- (ii) The faculty undertaking a Hajee Karutha Rowther Howdia College Consultancy Unit must be approved for the consultancy from his or her Head of Department / Dean

Private Consultancy

- (i) Private consultancy is undertaken by a faculty in a personal and private capacity and in their leisure
- (ii) In undertaking a private consultancy, the faculty is responsible of making it clear that he is not acting on behalf of the institution
- (iii) Hajee Karutha Rowther Howdia College claims no responsibility under which the private consultancy is conducted

Declaration by the Researcher

The Hajee Karutha Rowther Howdia Researcher is required to adhere to the values and regulations of Hajee Karutha Rowther Howdia College Research Consultancy and Extension Policy by signing a declaration form.

Extension Services

- (i) Hajee Karutha Rowther Howdia College shall venture to encourage its faculty and students participate in the awareness and service activities for the community
- (ii) Hajee Karutha Rowther Howdia College shall recognize the awards, certificates of appreciation and participation issued by the other organizations
- (iii) Hajee Karutha Rowther Howdia College shall preserve its Institutional Social Responsibility towards the neighborhood