



Consultancy Policy for Research Works at Muslim Arts College

Preamble:

This policy outlines the framework for managing consultancy services offered by faculty members at Muslim Arts College (MAC). It aims to promote research engagement, facilitate knowledge transfer, and ensure equitable distribution of income generated through consultancy activities.

1. Objectives

- To encourage faculty members to engage in consultancy projects that contribute to societal, academic, and industrial development.
- To utilize the expertise of faculty members to foster research and development collaborations.
- To establish a fair revenue-sharing model that benefits both the faculty and the institution.

2. Revenue Sharing Model

- Income generated from consultancy projects will be distributed as follows:
 - **70%**: Allocated to the faculty member(s) involved in the consultancy project.
 - **30%**: Retained by the institution to support research infrastructure, administrative expenses, and quality enhancement initiatives.

3. Approval and Execution

- All consultancy projects must be approved by the Research Committee or the Institutional Head.
- A formal agreement must be signed between the faculty, the client, and the institution before initiating the project.
- The consultancy work should not conflict with the faculty's teaching and other institutional responsibilities.

4. Use of Institutional Resources

- Faculty members may use college facilities and resources for consultancy work with prior approval.
- Costs incurred for resource usage will be deducted from the consultancy income before revenue distribution.

5. Intellectual Property Rights (IPR)

- Intellectual Property generated through consultancy projects will be jointly owned by the faculty, the client, and the institution, as per the terms of the agreement.
- In cases where the consultancy involves proprietary knowledge of the institution, the institution reserves the right to protect and manage such intellectual property.

6. Reporting and Transparency

- Faculty members must submit a detailed report on the consultancy project, including financial details, to the Research Committee.
- An annual report summarizing consultancy activities will be reviewed by the college management.

7. Professional Conduct and Ethics

- Faculty members are expected to maintain the highest standards of professional integrity and confidentiality while engaging in consultancy work.
- Any conflict of interest must be disclosed and resolved in consultation with the college administration.

8. Support for Consultancy Activities

- The institution will provide administrative and technical support to faculty members for managing consultancy projects.
- Training programs and workshops will be conducted to enhance consultancy-related skills among faculty members.

9. Utilization of Institutional Share

The 30% share retained by the institution will be used for:

- Developing research infrastructure and laboratory facilities.
- Conducting faculty development programs.
- Organizing seminars, conferences, and workshops.
- Offering financial assistance for faculty and student research projects.

10. Monitoring and Review

- The Research Committee will monitor the implementation of consultancy projects and ensure compliance with the policy.
- The policy will be reviewed periodically to adapt to changing research trends and institutional priorities.

This policy aims to create a collaborative and supportive environment for research and consultancy at Muslim Arts College. By encouraging faculty members to influence their expertise, the institution seeks to enhance its reputation as a centre of academic and societal excellence.