

MAHER – CONSULTANCY POLICY

Doc No: MAHER/MCPP/SOP/01

VERSION no: 01

Date of Issue: 15/07/2017

Preamble

The expertise of the faculty members and the availability of state-of-the-art infrastructure in an institution attracts consultancy projects from other institutions involved in R& D activities. Meenakshi Academy of Higher Education and Research (MAHER-a deemed to be university) is a premier health science university offering courses on Medical, Dental, Nursing, Physiotherapy, Occupational therapy, Yoga, Humanities and Allied health sciences.

Consultancy projects refers to those projects originating from an institute/organization other than MAHER or its constituent colleges, which demands the expertise of faculty of MAHER or its infrastructure or both for its completion. Such projects shall be considered for consultancy after scrutiny by the concerned authorities of MAHER. The need for a policy statement to guide the institution and explain its stance on consultancy projects was felt and hence, this policy has been drafted. MAHER's Policy Statement on Consultancy Project was drafted on 15th June 2017 and approved by the Board of Management on 8th July, 2017.

Scope

- Applicable to MAHER and all its constituent colleges
- To serve as a guideline to undertake consultancy projects
- To maintain transparency and intimate the faculty members of MAHER regarding the benefits they will receive upon involving in a consultancy project
- To express the position of MAHER to other institutions seeking consultancy on various matters including fees, patents, publications related to consultancy project.
- To resolve any conflicts between parties involved in a consultancy project.

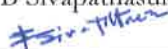
Assignment of Consultancy Project to Faculty

- The request for consultancy should originate from an institution other than MAHER and shall be submitted to the Dean/Principal of the constituent college. Considering the nature of the proposal and the type of expertise requested, a faculty will be assigned to the project with their consent.

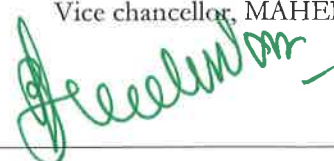
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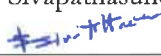
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- Conversely, the partnering institution can approach through a faculty of MAHER with a request for consultancy. In such a case, the concerned faculty will be assigned for that project.
- Upon receiving a proposal for consultancy, the project will be scrutinized and assessed for feasibility to undertake the project at MAHER. If found suitable, a consenting faculty member will be allotted to undertake the project considering his/her expertise and area of interest. The heads of the concerned department shall be involved before allotting a faculty in such projects.
- Projects originating in MAHER either through the faculty or students shall not be considered as consultancy projects. No payment shall be made to the faculty for involving in such projects as it becomes as part of their duty at MAHER.
- In case the partnering institute is not satisfied with the expertise of the faculty allotted for a project, a request for change of faculty can be made. Decision will be made by the Head of the Institution after making the necessary investigation. Similarly, if a faculty is not convinced about his role in a particular project, he can approach the Head of the Institution with substantial explanation to withdraw from the project. In such an event, an alternate faculty can be assigned depending on the availability after considering their interest and expertise.
- MAHER shall not get involved in those projects, where a faculty has been approached directly by another institution solely for his/her expertise and knowledge without the need to use of MAHER or its constituent colleges' resources. Although an involvement of this kind should be brought to the notice of the Institution to inspect any conflict of interest with the concerned project or institution, MAHER shall not provide any special privilege to the concerned faculty member. Additionally, work related to such projects should not be carried out during the working hours at MAHER and should not jeopardize him/her from discharging the duties assigned at MAHER.

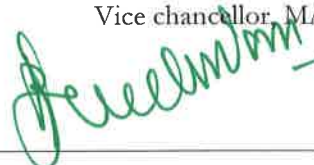
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Financial Obligation

Considering the nature of work, a quotation will be given for undertaking the project. It shall include costs incur for using consumables including reagents, dyes, chemicals, special instruments and stationery, fee for using the research equipment at MAHER, logistics involved and a nominal consultancy fee. The project will be undertaken after the partnering institution agrees for quoted fee.

The consultancy fee obtained shall be shared between MAHER and the faculty involved in the project. For those projects which were acquired by the faculty members of the MAHER, the assigned faculty shall be entitled to 40% of the consultancy fee and 10% to the lab assistant while MAHER receives the remaining share (50%). If more than one faculty members are involved the fee shall be divided according to the quantum of contribution.

On the other hand, for those consultancy projects which came through the faculty members majorly for his/her expertise but also involves the use of research facilities available in MAHER, 50% of the consultancy fee shall be given to the faculty member and 10% to the lab assistant while MAHER receives the remaining share (40%)

- In any case, MAHER will be solely entitled to enjoy the fee collected for equipment as well as consumables.
- In case of involving an external person not associated with MAHER in a consultancy project, MAHER is not liable for any payment. The partnering institute shall take the responsibility for any payment towards such external experts.
- In case of any patent originating from the consultancy projects, the economic benefit of it following technology transfer shall be in line with the IPR policy of MAHER. However, a decision will be made on case to case basis depending upon the nature of the project considered.
- All payments should be made in full in to MAHER prior to the commencement of work. MAHER shall make the necessary payment to the assigned faculty member and the laboratory assistant after successful completion of the project. In case of a major project involving multiple phases, before the commencement of each phase, the fee

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for it should be paid. The assigned staff shall responsible for completion of the project only and its completion.

Publications and Patents

In the event that a consultancy project is being considered for publication in scientific journals, the Principal investigator shall acknowledge the use of research facility at MAHER. Further, depending upon the extent of involvement of the faculty member in the project and the crucial role it played in completing the project, authorship can be assigned to the other faculty members involved. The principal investigator and the concerned staff shall take a call on this matter and the same shall be communicated to the Head of the Institution through research committee/research advisory board.

In case of any patent or copyright or industrial design originating from the consultancy projects, depending upon the nature of the IPR, MAHER and the faculty involved shall be the joint owners of the IPR generated. A decision on this matter shall be made based on the provisions of the IPR policy of MAHER.

Memorandum of Understanding

In the event that an institute/organization is found to be approaching MAHER regularly for their consultancy projects, possibility for potential MoU between the two institutions will be considered. Such a MoU will be made to enable student exchange, faculty exchange and for collaborative projects between the two institutes.

On a case basis, following a MoU with a particular institution, the fee structure for consultancy projects arising from them can be reduced or waived off.

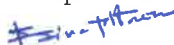
Completion of project

Upon completion of project, the detailed report has to be submitted to the Head of the Institution (within 6 weeks of its completion) through Research committee/Research advisory body along with a complete description of the work carried out by the assigned faculty (Project report).

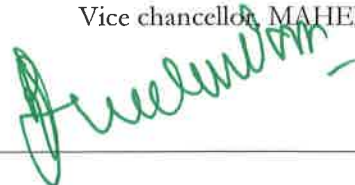
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Conflict of interest

Conflicts between the involved parties in a consultancy project shall be resolved by a exclusive committee headed by the Head of the constituent college of MAHER. In case of any grievances with the committee's decision, appropriate representation can be made to the MAHER through proper channel.

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