



MEENAKSHI

ACADEMY OF HIGHER EDUCATION & RESEARCH


DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT, 1956

CONSULTANCY POLICY

| DATE | REVISION |
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No, 12 Vembuliamman Koil Street, West K.K. Nagar, Chennai-600 078.

Tamil Nadu, India.


VICE CHANCELLOR
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Institutional Vision statement

To build a world-class institution, transforming society through value-based programs and healthcare advancements, leading to the all-around development of human resources, knowledge, innovation, entrepreneurship and research.

Institutional Mission statement

- To become an institute of eminence by developing world-class professionals in the field of healthcare, science, liberal arts, technology and research with a focus on the societal good.
 - To create an enabling state-of-the-art infrastructure, and intellectual capital and provide a best-in-class learning experience with a freedom to innovate and invent.
 - To foster values and ethics so as to develop students and learners into responsible citizens of the nation and the world.
 - To collaborate with national and international institutes of eminence and industry.
 - To advance the global cause and develop consciousness for environment conservation, low carbon footprint and sustainable development.
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1. PRELIMINARY INFORMATION

1.1. Short Title, Applicability and Commencement

1.1.1. This Policy shall be called, “**MAHER (Deemed to be University) CONSULTANCY POLICY**”

1.1.2. The Policy shall apply to the constituent colleges and to every faculty, research scholars, fellows, staff members and students of MAHER.

1.1.3. The Policy shall come into force from the date of approval of the document by the Board of Management of MAHER on 30.07.2021.

2. PREAMBLE

Consultancy is a crucial element of an Institution’s enterprise and dissemination of knowledge to the society. The expertise of the faculty members and the availability of state-of-the-art infrastructure in an Institution, attract consultancy projects from other institutions involved in R & D activities. Meenakshi Academy of Higher Education and Research (MAHER) is a premier health science Institution 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 members of MAHER or its infrastructure or both for its completion. MAHER recognizes the importance of consultancy services and strives to enhance the profile of the Institution while making an impact on the society through its consultancy services. The Institution thereby encourages its eligible and competent staff members to undertake and execute various consultancy projects in line with their research interests, apart from their regular academic commitments. MAHER is therefore committed to make its expertise and resource available through service to the society including healthcare sectors, industries, corporate sectors, government and other educational and research organizations.

3. PURPOSE

The purpose of this Consultancy Policy is to provide guidance for undertaking consultancy projects and services by the faculty members/ research scientists and scholars/ administrative staff members and other technical employees of MAHER. This

document shall provide the scope, overall framework, rules and regulations within which the consultancy activities shall be undertaken by all the stakeholders.

The policy shall list out the guidelines for effectively carrying out the consultancy projects and services which will be beneficial to the concerned faculty and staff members, research scientists/scholars and ultimately the Institution.

4. SCOPE

This is a MAHER wide policy and applicable to the academic and administrative staff members, research scientists and scholars and other technical employees of MAHER and all its constituent colleges who undertake various consultancy projects.

5. OBJECTIVES

- 5.1. To serve as a guideline to undertake consultancy projects
- 5.2. To maintain transparency and intimate the faculty members of MAHER regarding the benefits they will receive upon taking up a consultancy project
- 5.3. To clearly and explicitly state the position of MAHER on various matters including fees, patents and publications related to consultancy projects.
- 5.4. To provide guidelines to resolve any conflicts between parties involved in a consultancy project.
- 5.5. To conduct workshops on consultancy for empowering the stakeholders.

6. CUSTODIAN OF POLICY

This Consultancy Policy shall be implemented by the Board of Research, headed by the Director of Research, MAHER. The Vice-Chancellor of the Institution shall advise, guide and oversee matters related to the formulation of strategy, effective implementation and monitoring of the consultancy activities within MAHER and its constituent colleges.

7. DEFINITIONS

- 7.1. Pertaining to this document, “consultants” are the faculty members and researchers of all the constituent faculties of the Deemed-to- be University who possess proven track record of consultancy potential.
- 7.2. “The Institute” refers to MAHER.
- 7.3. “Consultancy projects” are the projects where faculty members and researchers contribute their knowledge and intellectual inputs to an external organization or industry.
- 7.4. “Intellectual Property (IP) Rights” means ownership of IP by the Inventor of MAHER
- 7.5. “IP produced” means IP created by an inventor during the inventor’s regular service with the Institution.

8. TYPES OF CONSULTANCY SERVICES

- 8.1. Consultancy services may arise either through the Institution (Institutional consultancy) or through a certain faculty member (Individual consultancy) to either use their expertise in their chosen area of interest or to seek advice on the same (Advisory consultancy).
- 8.2. **Institutional Consultancy:** The request for consultancy in this category, should originate from an industry or organization outside of MAHER and its constituent colleges. The Institution/constituent colleges/department shall be the first point of contact for any external organization with a request for Institutional consultancy service. The request shall be submitted to the Dean/Principal of the Institute/constituent College following which a faculty member will be assigned to the project with their consent, depending on the nature of the proposal and the type of expertise required.
- 8.3. **Individual Consultancy:** In case of an Individual consultancy, the partnering institution may directly approach a faculty member of MAHER or its constituent colleges with a request for consultancy. The concerned faculty member shall intimate the Head of the Institution as it involves the usage of Institute/constituent colleges’ name, facilities, infrastructure, staff and consumables. Such projects shall be assigned to the faculty member who has been approached by the partnering organization.
- 8.4. **Advisory Consultancy:** Any external organization approaching a faculty member to seek their advice in their field of expertise shall be termed as advisory

consultancy. Advisory consultancy shall not involve utilization of the Institution infrastructure, equipment or consumables. The faculty members shall intimate the Head of the Institution after which the faculty members shall be allowed to take up the consultancy project.

- 8.5. Testing and evaluation of products/ samples/ specimens/patient's samples; calibration and standardization services requested by external organization/individual shall also be included under consultancy services. If product evaluation involves human subjects, it must be undertaken only with the prior approval of the Institutional Ethical Committee.

9. CONSULTANCY POLICY PROCEDURES AND GUIDELINES

- 9.1. MAHER shall conduct periodic workshops and seminars to sensitize the faculty members, scientists, and administrative staff on consultancy services.
- 9.2. The details of the types of consultancy services shall also be uploaded on the MAHER website. Further, the consultancy services of MAHER shall be highlighted in the brochures printed during consultancy seminars, workshops and other R & D related programs to attract public attention.
- 9.3. Upon receiving a proposal for consultancy through R&D, the project shall be scrutinized and assessed by the Board of Research of the Institution for feasibility of conducting it at MAHER.

If found suitable, the Director Research shall appoint a consenting faculty member with the necessary expertise and interest, after due discussion with the HOD of the corresponding department. A specific time frame is prescribed for the designated project wherein the appointed members are required to submit regular progress updates of the project to the institute.

- 9.4. Once a consultancy project is taken up, it is the responsibility of the principal consultant to ensure satisfactory progress and timely completion of the project to the reasonable satisfaction of the partnering organization.
- 9.5. The Institution may deem fit to appoint external consultants with a suitable profile depending on the specific requirements of a consultancy project. These external

consultants may also be retained till the completion of the consultancy project at the discretion of MAHER.

The following projects **shall not be covered** within the scope of this policy and are exempted from the financial terms mentioned in this policy:

- 9.6. Projects originating in MAHER either through the faculty or students.
- 9.7. Use of the infrastructure of MAHER which is availed on rent.
- 9.8. Government and Non-government (private, public National and International agencies) funded projects.
- 9.9. Attending conferences, workshops, seminars, guest lectures, serving as Committee experts or research councils or other professional associations, organization of conferences/workshops.
- 9.10. Patient care in private practice or as external consultant to other hospitals/practice.
- 9.11. MAHER shall not provide any special privileges to the faculty members appointed to consultancy projects. These projects and services shall not jeopardize the faculty members in any way from discharging their primary responsibilities at MAHER.

Eligibility criteria for undertaking consultancy projects:

- a. The consultant must be a permanent faculty member/ research scientists and scholars/ administrative staff members and other technically qualified employees of MAHER.
- b. The principal consultant must possess a decorated array of work in the field in which he undertakes the consultancy project.
- c. In case of Institution consultancy or for testing and evaluation services, the Principal Consultant/ laboratory will be identified by the Director Research of MAHER considering the expertise of the faculty member/scientist in the relevant field and their existing commitments. The Head of the Institutions and the Head of the departments concerned shall be consulted as per requirements.
- d. In case of Individual consultancy, the principal consultant must fulfill the required eligibility criteria laid by MAHER. The partnering organization must also specify their reason for preferring the particular consultant in writing and submit to the Head of the Institution.
- e. Permanent employees on the verge of retirement shall not be permitted to undertake consultancy projects that extend beyond their service period.

10. TERMINATION OF CONSULTANCY SERVICES

- 10.1. A consultancy service shall be terminated on the date of completion of the project stated in the original project proposal. It may however be extended for valid reasons after due discussions with the partnering organization. The necessity for extension shall be submitted in writing by the Principal Consultant to the partnering organization with a copy marked to the Director Research, MAHER.
- 10.2. In case the principal consultant leaves the job or becomes unavailable during the tenure of the project due to a critical illness, death or other compelling reasons, the project shall be transferred to a new Principal consultant chosen by the Board of Research, MAHER upon discussion with all stake holders.
- 10.3. In cases of institutional consultancy, if the partnering organization is unsatisfied with the service of the principal consultant, they may request a change of the consultant in writing, with suitable justification. The Board of Research shall initiate the change following an enquiry of the existing team. The new consultant shall be chosen according to the consultancy eligibility criteria of MAHER.
- 10.4. Similarly, if a faculty member is not convinced about his/her role in a certain project, he/she can approach the Head of the Institution with substantial explanation to withdraw from the project. In such an event, an alternate faculty member can be assigned depending on the availability after considering their interest and expertise.

11. CONSULTANCY PROJECT -CHARGES AND FINANCIAL REGULATIONS

- 11.1. The principal consultant shall submit a quotation computing the cost for undertaking the project. The cost of the project may be submitted under the following headings.
 - a. Consultant Fee for his time and expertise
 - b. Fee for the number of man days of other staff involved in the project
 - c. Travelling allowance and Daily allowance for the consultants and staff
 - d. Cost of consumables including chemicals, instruments, stationary etc.
 - e. Utilization charges on MAHER equipment
 - f. Computer and Internet charges
 - g. Miscellaneous expenditure

h. Administrative charges

The project shall be undertaken after the partnering institution agrees for the quoted fee and the agreement contract is signed by both parties involved.

- 11.2. The consultancy fee [11.1.a] obtained shall be shared between MAHER and the faculty involved in the project. For Institutional consultancy, the assigned faculty member shall be entitled to 40% of the consultancy fee and the lab assistant to 10%, while MAHER shall receive the remaining share (50%). If more than one faculty member is involved the fee shall be divided according to the quantum of contribution as determined by the principal consultant.
- 11.3. In cases of individual consultancy, wherein the facilities of MAHER are utilised for the project, the consultant shall be entitled to 50% of the fee, the lab assistant to 10% and MAHER to 40% of the fee. In addition, MAHER shall be solely entitled to utilize the fee earmarked for equipment as well as consumables.
 - 11.3.1. MAHER shall not be liable for any payment towards the services of external experts involved in the consultancy project. The partnering institute shall be responsible for compensation of the external experts.
 - 11.3.2. In case of any patent or innovation originating from the consultancy projects, the economic benefit accruing from the technology transfer shall be in line with the IPR policy of MAHER. However, a decision shall be made on a case-to-case basis depending upon the nature of the project.
 - 11.3.3. Following the signing of the agreement with the partnering organization, the consultancy payment in full must be credited to the MAHER account prior to commencement of work on the project. Payments to the assigned faculty member and the laboratory assistant shall be processed after successful completion of the project. In case of a major project involving multiple phases, before the commencement of each phase, the fee for it should be paid.
 - 11.3.4. The service tax on the consultancy payment, as per Government norms shall be made by the partnering organization. The TA/DA of consultants outside consultancy service must also be borne by the partnering organization.

11.3.5. The final acceptance or rejection decision of a project shall solely be at the discretion of MAHER.

11.4. All consultancy fees shall be received only by MAHER in the form of DD/Cheque/ Bank transfer/ e-transfer. No cash payments of any kind shall be entertained.

12. PUBLICATIONS AND PATENTS

12.1. In the event that a consultancy project is being considered for publication in scientific journals, the external organization shall acknowledge the use of the research facility at MAHER. Further, depending upon the extent of involvement and the respective roles, authorship may be assigned to any other faculty members involved. The principal consultant 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 of the constituent college.

12.2. 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 member 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.

13. TERMS AND CONDITIONS

The consultancy projects shall be carried out according to the Memorandum of Association (MoA) between the external organization (client) and MAHER (consultant) which can later transform into a Memorandum of Understanding (MoU) between the two parties. MoUs if drafted shall clearly pronounce the detailed terms of the contract, non-disclosure agreements, payment schedules, roles and responsibilities of both parties, IPR related issues, arbitration and the applied law.

14. COMPLETION OF PROJECT

Upon completion of a project, the detailed project report has to be submitted to the Director Research along with a complete description of the work carried out by the assigned faculty member.

15. CONFLICT OF INTEREST

Conflicts between the involved parties in a consultancy project shall be resolved by the legal team of MAHER in association with an 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 MAHER through proper channels. The Vice Chancellor is vested with the power to resolve disputes in the consultancy project if arbitration at lower levels ends in a stalemate.

16. POLICY GOVERNANCE

The policy is updated and revised from time to time by the Board of Research, after obtaining the assent of the Board of Management of MAHER.



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