



## **Consultancy Policy**

### **1. POLICY STATEMENT**

Manipal University Jaipur encourages faculty and staff members to actively engage in Consultancy. The University is committed to supporting external engagements that facilitate knowledge and technology transfer, contributing to economic and social impact with anticipated profound and transformative effect in industry and society. The Policy described here provides the guidelines where a faculty/staff of Manipal University Jaipur (MUJ) is engaged by a third party on a personal fee-for-service basis for the primary purpose of obtaining the benefit of professional knowledge, skills and/or expertise. MUJ is committed to avoiding issues of conflicts of interest and to uphold the highest ethical standards in the implementation of the policy.

### **2. DEFINITION**

Consultancy is defined as the time bound specific problem solving projects which draws upon and applies the expertise and knowledge of University members of staff and is sponsored by funding agencies with payment of consultancy fee/honorarium to the Investigator(s) in addition to all other expenses.

Consultancy contracts are thus usually short-term and does not include activities undertaken on behalf of the University and covered elsewhere in contracts of employment.

### **3. OBJECTIVES:**

- 3.1 Fostering innovative ideas, fused with business acumen to drive the economic engine locally and globally.
- 3.2 Increasing the expertise and experience of University staff by involving them in 'real world' problems, thus enriching their teaching and research.
- 3.3 Enhancing staff training and career development.
- 3.4 Building links between the University and outside bodies which may subsequently help the University gain research contracts, place students for project work, recruit students for advanced or continuing professional education and many other similar benefits.
- 3.5 Generating additional funds for the staff involved, for their Faculty and the University.







#### **4. ENTITLEMENT**

Manipal University Jaipur allows Faculty/Staff to engage in University (Research, Non-research) and Private Consultancies provided they do not interfere with the discharge of their duties. Consultancies shall be undertaken only with prior approval from Director (Research).

- 4.1 Faculty/staff member can work as a Consultant/Advisor for a company.
- 4.2 All faculty/staff member must disclose their activities, if they undertake any consultancy and such activities must be conducted outside of the university related activities and their respective authority can disapprove if there is a conflict of interest.
- 4.3 Academic/Professional staff must engage in Research or Non-research consultancies beyond the office hours. Variations to this time commitment require the approval of the concerned Head. A signed agreement for such commitment is to be forwarded to the Head of Human Resources. A lesser time commitment may be approved if the proposed Consultancy interferes with the discharge of responsibilities.
- 4.4 Retiring/Contractual employee of MUJ are not allowed to submit a fresh consultancy project proposal as a consultant, if the duration of the project is beyond her/his date of retirement.
- 4.5 Outstation travel on Consultancy assignments will be undertaken with the prior approval of the respective Dean, under intimation to the Head of the Department / Office concerned.
- 4.6 TA-DA, expenses towards boarding and lodging, etc. as per entitlement of the consultant shall be admissible as per University rules. All these expenses will be met out of the concerned consultancy project funds.

#### **5. TYPES**

Faculty/Staff wishing to undertake consultancy projects can do so by one of following means and are subject to certain contractual safeguards. Failure to use these Procedures may result in disciplinary action.

##### **5.1 University Consultancy**

University Consultancy must be carried out using the services of MUJ, where the contractual relationship is between the client and MUJ, not the individual consultant. Only University consultancy provides a direct financial return to the University in addition to the fees paid to the consultant.







The consultancy sources can be Government and private agencies both from within and outside India.

### **5.1.1 University Research Consultancy**

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may result from a tender or individual negotiation. Such consultancy services may further be categorised into

- Consultancy that does not involve the use of any institutional facilities and is solely based on the expertise of the Consultant/s.
- Consultancy that involves the use of University infrastructure / facilities such as equipment, instrument, laboratory staff, etc.

### **5.1.2 University Non-Research Consultancy**

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices, products or produce; analysis of data; surveys, including market and opinion surveys; the provision of professional services such as design, legal, medical and allied health, participation in fee-paying non-award courses etc.

## **5.2 Private Consultancy**

In principle, a faculty or staff member is NOT SUPPOSED to undertake a Private Consultancy unless it is approved by President, MUJ. Besides, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to MUJ. In conducting a Private Consultancy, a staff member must not establish a real or potential conflict with their obligations to the University or undertake activities which are contrary to the interests of the University. While doing a Private Consultancy, the following criteria must be met:

- 5.2.1 No responsibility for Private Consultancy undertaken by a staff member shall attach to the University.
- 5.2.2 Use of University trademarks such as letterheads, brands etc. or University intellectual property is strictly prohibited in Private Consultancies.







- 5.2.3 None of the benefits set out in the following section are available to staff undertaking a Private Consultancy.
- 5.2.4 No University facility (including library resources, power, space, equipment, consumables, telephone facilities) will be used to fulfil the requirements of the Private Consultancy, or
- 5.2.5 Cost of the use of any such facility will have to be reimbursed by the staff member under the terms of a written agreement between the staff member and the University, approved by the Registrar.
- 5.2.6 It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the University who is carrying out the work, and that the University has no responsibility or liability in the matter.
- 5.2.7 MUJ is not bound by any agreement (written or otherwise) relating to the Private Consultancy.

## **6. BENEFITS OF UNIVERSITY CONSULTANCY**

The University provides the following benefits to staff undertaking University Research or Non- Research Consultancies:

- 6.1 Access to the University's resources such as technical and administration staff, equipment and telecommunications, subject to approval.
- 6.2 Entitlements to use the University's name and reputation, providing it is not brought into disrepute.
- 6.3 Ability to make reference to their University position and title in connection with the work.
- 6.4 Access to the University's financial management processes to support and enable invoices to external organisations for funding and expenditure of project costs.
- 6.5 Contribute to the staff member's research activity, and research active status.

## **7. CONFLICT OF INTEREST**

- 7.1 Engagement in consultancies must not be in conflict with the functions, objectives or interests of the University or damage MUJ's reputation. Example of such conflict of interest include but not limited to Teaching or course work for another institution.







7.2 Any conflict of interest, actual or perceived must be reported to the relevant Dean for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the University's interests or the interests of other employees or students.

7.3 If potential conflicts of interest are not resolved at the respective Dean's level, then it would be reviewed by the advisory committee of MUJ for recommendations. The committee comprises the following or their nominees. Recommendations of the committee shall be final.

- President, MUJ
- Pro-President, MUJ
- Registrar, MUJ
- Concerned Dean of the Faculty, MUJ
- Director (Research), MUJ
- Deputy Director, Research, MUJ (Convener)
- CFO, MUJ
- HR, Legal, MUJ (based on the need)

7.4 Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy of MUJ.

## **8. REVENUE SHARING**

8.1 There should be demonstrable benefit to the University from the Consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.

8.2 The minimum total charges for a consultancy jobs must be Rs. 20,000/- (excluding service taxes).

8.3 The total annual income of an individual Consultant from the Consultancy work shall not exceed her/his Gross Salary for 6 months in a financial year.

8.4 The revenue generated from the consultancy project is to be shared by the member and the university (as per the Table below) after deducting the overheads and all other expenses met by the university.

8.5 If more than one member takes up the consultancy project, the amount shall be shared equally, unless otherwise specified in arrangements for commissioned works.





8.6 All Consultancies are required to include overheads. Service Tax as applicable should be paid by the client or Consultant should include in the total cost.

8.7 All remuneration for consultancy should be received by demand draft or electronic transfer in favour of MUJ and individual faculty member should not receive any cash directly.

**9. DISTRIBUTION OF CONSULTANCY FEE**

Consultancy	Consultant and Team	MUJ
University Research	67%	33%

**10. MAINTENANCE OF ACCOUNTS**

The accounts of the all the consultancies will be maintained by the University and will be subjected to audit. All the assets/equipment acquired for the consultancy will be accounted as the assets of the University.

Note: This policy is designed to enable Faculty/Staff to conduct consultancy and to ensure that consultancies undertaken by them are consistent with the Manipal University Jaipur's strategic and operational objectives.

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Dr H Ravishankar Kamath

Registrar

