

Mangalayatan University, Aligarh

Academic and Research Cell

Consultancy Project Policy

The policy on Consultancy Projects is framed to maintain the rules and regulations governing the activities pertaining to all Consultancy Projects undertaken by the faculty members of the University solely or in collaboration with other individual groups or organizations.

Definitions/Terms:

Consultancy: It refers to work or service, other than in company training programme or MDP undertaken by the Institute/Department/Faculty of the University at the instance of any outside agency (within India and abroad) which results in net income to the University where-in the faculty members/staff/research staff provide knowledge and intellectual inputs to an outside agency, primarily for their purpose.

Principal Investigator (PI): means a primary individual responsible for the preparation, conduct, and administration of a Consultancy/research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance as per regulations and University policy.

University means “Mangalayatan University, Aligarh”.

Scope/Applicability of Policy:

- The rules and regulations in this policy document shall apply to all Consultancy projects undertaken by the University solely or in collaboration with other individuals, groups or organizations.
- These rules and regulations shall become effective from the date of issue of this policy and shall remain operative until further amendment by the Authority.

Guidelines:

The University has expertise in various areas to provide knowledge and intellectual inputs which are of interest to the industry and other organizations of repute. Following guidelines will be used for engaging in any consultancy assignment:

- A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes.
- All payments for consultancy work must come in the name of “Mangalayatan University Aligarh” payable into the University account for the purpose. The University will then do the needful as per guidelines/Policy.
- Finance officer of the Mangalayatan University and PI jointly will handle the project account and spend funds as required. Share of the University should also be transferred.
- The budget for the proposal should reflect project consultancy fee and GST on total amount as given in the table given below:

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Budget for Consulting Projects		
Consulting fee	A	
GST – as per government rule	B	
Total Consultancy fee	C=A+B	
Cost		
Consulting fee to be paid to other investigators (if any)	D	
Equipment	E	
Supplies and any contingent expenses	F	
Manpower (students, external experts)	G	
Travel etc.	H	
Total Cost		I= D+E+F+G+H
Total Consultancy charges		J=C+I

- All consultancy proposals must be sent under signature of the PI to Registrar for endorsement and final approval by Hon'ble Vice Chancellor.
- Payment to be made to Mangalayatan University, Aligarh as per agreed upon 100% advance payment should be made if project is in one phase. If project is broken into phases, then 50% advance payment should be made before beginning of each phase. The expenditure and disbursements will be made through normal University procedures.
- The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.

IPR issue: All IPR related issues are agreed between the PI and the funding agency and should be cleared before signing agreement. Preferably, the IPR will be jointly shared by the Mangalayatan University, Aligarh and the organization in agreement.

- When agreement is cleared from all angles and acceptable to both the parties, it will be signed by the PI and Registrar of the Mangalayatan University and authorities from organization. A copy of the duly signed agreement will be sent to the other party and a copy retained in the office of Registrar and Finance Officer.

Project responsibility: The projects will be headed by Principal Investigator (PI), and may have Co- Principal Investigators (co-PIs) and the deliverables are the responsibility of the PIs. The University provides necessary support to the PI.

- The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority, if required.

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- After completion of the project, final completion report should be submitted to the funding agency with a copy to the office of Registrar and Finance Officer.
- The project file will be closed with the submission of the final technical and financial project closer report and transfer of the non-consumables and consumables to the University Authorities.
- The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, an average one non-working day per week.
- Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
- The services of employees of the University may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the University. Such work by employees may be compensated by suitable honoraria and must be a part of budget.
- Students who are willing to work on consultancy projects may be permitted as per University norms provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria and must be a part of budget.
- Travel out of the campus on account of consultancy activities should be undertaken with information to the Head of the Department and HR department.
- Outstation travel for Consultancy Assignments may be undertaken normally with the prior approval of the Head of the Department or Hon'ble Vice chancellor in emergencies, prior intimation and subsequent sanction could be considered acceptable.
- Faculty members should not use the name of the Mangalayatan University, Aligarh or its logo for consulting work, consulting reports, etc. except to identify the association of the consultant with Mangalayatan University, Aligarh.
- **Involving Foreign Collaborators:** The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.

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- **Publications of Results:** Investigators wish to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.
- If the results are to be legally protected, the results should not be published without action being taken to secure legal protection for the results.

External Consultants in Consultancy Projects: The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/ fees. The honoraria payable to external consultants should not exceed 25% of the total consultancy fee specified in the Consultancy Projects Proposal.

Conflict of Interest: Consultants shall disclose to the Hon'ble Vice- Chancellor of the Mangalayatan University, Aligarh and Development in writing, the existence of...

- any relationship between him/her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives
- any scope for potential disproportionate self-gain will review and decide appropriately to ensure that no actual conflict of interest exists and an involvement of the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the University and to the profession.

Exceptions: Items like Book royalty and honorarium for Expert Committee meetings, invited lectures, PhD viva/evaluation, invited training programmers', organization of conferences/workshops are not covered under consultancy.

