



MOTHER TERESA WOMEN'S UNIVERSITY
(A State University Established under the Act 15 of 1984)
KODAIKANAL, 624101



CONSULTANCY POLICY

Mother Teresa Women's University has framed its Consultancy Policy establishes a framework to support consultancy activities at Mother Teresa Women's University. The University shall encourage faculty members to provide consultancy services in order to facilitate knowledge and technology transfer constituting to the making of social and economic impact and enhancing close industrial linkages with the university and its faculty members.

The faculty members of the University may undertake individually or in a group Consultancy /Technical Services to industrial establishments and other organizations (secured either through tender or through individual negotiations) using the facilities of the university either partly or fully for remunerations fixed as per the terms and conditions fixed by the University.

The University's Consultancy Services are charted out into the following three categories based on the scope and type of the consultancy services:

- a. **Individual** :Individual Faculty's/Staff's Consultancy.
- b. **Single disciplinary** :Institutional Consultancy – SingleDepartment
- c. **Multidisciplinary** :Institutional Consultancy – Multi-department/
Multidisciplinary

- a. Individual Consultancy relates to the consultancy undertaken by the academic staff members at their capacity.
- b. Institutional Consultancy at the single department level relates to the consultancy rendered by the Department/Group of Faculty Members on behalf of a Department in the University. The Principal Consultant will be nominated by the Head of the Department taking into consideration of the lead role played by the individual(s).
- c. Institutional Consultancy at multi-department/multidisciplinary level relates to the Consultancy rendered by a set of Departments / Group of Faculty Members on behalf of the University. This consulting engagement would typically be multi-disciplinary. The Principal Consultant will be nominated by the Vice-Chancellor taking into consideration of the leadrole played by th individuals.

I. Type of the Consultancy Services

The University shall permit the faculty to provide their Consultancy Services in the following ways:

- **Advisory Consultancy:** Faculty shall provide their subject/research expertise alone without using the University's facilities in any form. This also includes professional services such as designing, legal and medical advice provided by the faculty or staff to other institutions and organizations.
- **Service Consultancy:** The University's infrastructure such as laboratories and high-end equipment shall be used for testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc. Material cost such as consumables shall be borne by the users.
- **Developmental Consultancy** The Service Provider shall be permitted to use the infrastructure of the University alongwith the materials and consumables, and accessories. The outcome of a Government-aided project could result in technologies that may be transferred to the users [Build and Transfer].

II. Guidelines for Making Proposals

1. All requests for consultancy services shall be received and forwarded by the respective Heads of the Departments through the Co-ordinator of the **Centre for Sponsored Research and Consultancy (CSRC) to the Registrar, Mother Teresa Women's University for approval.**
2. Any Consultancy Service/Project shall be undertaken only upon the prior approval of the **Registrar, Mother Teresa Women's University**, via proper channel as mentioned above (**II Guidelines for Making Proposals-1**).
3. MoUs with industrial establishments, governmental and non-governmental agencies can be arranged by the consultants/faculty members, only on prior approval from the Registrar, Mother Teresa Women's University, via proper channel as mentioned above (**II Guidelines for Making Proposals-1**).

III. Eligibility and Conditions

1. The Policy applies to all faculty and staff of Mother Teresa Women's University.
2. The faculty/staff engaged in consultancy service work must ensure that the consultancy work will not affect her/their regular academic and or administrative work, and will not create a conflict of interest in the Institution.
3. Sanctioning permission for consultancy activities shall be based on such factors as the compatibility of the activity with faculty's/staff's academic and administrative

commitments, potential conflict of interest, and the nature of the use of the Institution's resources.

4. The faculty/staff involving in the consultancy service can avail a total of 30 days On Duty in a year to conduct her consultancy work at the rate of five working days in a month or not more than 10 days at a stretch in an academic year. The OD application has to be duly forwarded through the concerned Head of the Department to the Registrar.
5. The faculty or a group of faculty engaged in consultancy work shall periodically report the progress of the consultancy work to the authority via proper channel.
6. Publication arising from consultancy work shall include the faculty's affiliation of the University and acknowledgement for the facilities used from the University.
7. While working out the Cost of the Consultancy Project, the following are points to be taken into consideration:
 - Cost of man-days of the staff taking part in the project.
 - Cost of inputs like raw materials, chemicals and other types of consumables, if applicable.
 - Usage of equipment, if applicable.
 - Payments to outside consultants, wherever necessary.
 - Payments to Research Staff/Field Workers, as the case may be.
 - Cost of undertaking fieldwork including field station expenditures/survey charges.
 - Cost of stationery.
 - Computer usage Charges.
 - Cost of purchase of equipment/product.
 - Miscellaneous charges.
 - From the total project cost, overhead charges of 20% for MTWU-Specific Scheme Account may be included in addition to the consultancy charges.
 - The following formula is to be followed to arrive at the TOTAL COST for a Consultancy/Technical Service undertaken by the faculty members to industries and other organizations:

S.N	Particulars	
1)	Actuals (like the cost of raw materials, chemicals, consumables, stationery and computing charges etc.,) + 10% of the Actuals	
2)	Equipment usage charges	
3)	Payments to Outside Consultants and Staff appointed exclusively for the project work	
4)	Cost of Man days (includes Consultant / Principal Investigator, Co-Investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to P.I) and Technicians & others (when involved, otherwise this should be shared between P.I & Co-PI equally) All are getting either salary from the University or Fellowship from the approved agencies.	
5)	Sub Total Cost	(1)+ (2)+ (3)+ (4)
6)	Miscellaneous charges(Contingencies)	10% of (5)
7)	MTWU-Specific Scheme Account Over Head Charges	20% of (5) + (6)
8)	Service Tax *	x % of {(5) + (6) + (7)}, where x% is the service tax
9)	Total Cost	(5) +(6) + (7) +(8)

* Service Tax at Present is 12% (x%)

The Total cost should be prepared by the Consultant / Principal Investigator.

- The Equipment Charges must be transferred to the Department concerned to the head appropriate to "equipment."
- The saving money from the project cost be distributed as per the University Procedure.
- The cost of man-days be distributed as per the University norms
- Equipment/Product(s) purchased/developed shall be the property of concerned department on completion of the consultancy project.
- The consultancy project budget shall exclude TA/DA as an arrangement between the consultant and the client, unless the client prefers it as a part of the project budget.
- The client shall be required to pay as advance 30% of the total project cost, or the cost of the material, whichever is higher. All payments shall be made to the MTWU-Specific Scheme Account.

IV. Revenue sharing

The distribution of consultancy amounts received by the Investigator/ MTWU-Specific Scheme Account shall be as under the following categories:

(1) Monies realised from consultancies could be

- (a) Consultancy / developmental fee on Research & Development projects, Teaching/Training programmes, Advisory Consultancy, and Service Consultancy (Service Scope Type I, II and III);
- (b) Testing and certification charges; and
- (c) Licensing fee of intellectual property / patents and royalty payments to commercialisation of products / processes.

(2) Advisory Consultancy: (Where only the expertise of the individuals/team is involved and the University equipment/consumables are not used)

Service Scope Type I

60% of the net amount after deducting all expenditures shall be distributed among the staff involved in the consultancy and 40% shall accrue with MTWU-Specific Scheme Account. The distribution formula of the consultant's share of 60% shall be in the ratio of 3:2 to Consultant Principal Investigator, Co-investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to PI) and Technicians and others (when involved, otherwise this should be shared by PI & Co-PI in the ratio of 3:2), depending upon their inclusion in the proposal prior to the approval.

Service Scope Type II

60% of the net amount after deducting all expenditures shall be distributed among the staff involved in the consultancy and 40% shall accrue with MTWU-Specific Scheme Account. The distribution formula of the consultant's share of 60% shall be in the ratio of 3:2 to Consultant / Principal Investigator, Co-investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to PI) and Technicians and others (when involved, otherwise this should be shared by PI & Co-PI in the ratio of 3:2), depending upon their inclusion in the proposal prior to the approval.

Service Scope Type III

60% of the net amount after deducting all expenditures shall be distributed among the staff involved in the consultancy and 20% shall accrue with MTWU-Specific Scheme Account, and the remaining 20% to be equally distributed to the departments whose resources were directly involved in the project.

The distribution formula of the consultant's share of 60% shall be in the ratio of 3:2 to Consultant / Principal Investigator, Co-investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to PI) and Technicians and others (when involved, otherwise this should be shared by PI & Co-PI in the ratio of 3:2), depending upon their inclusion in the proposal prior to the approval.

(3) Service Consultancy / Consultancy Involving Royalties

Service Scope Type 1, II and III

- The monies received by the University through licensing fee of the intellectual property/and periodic royalty payments shall be distributed as follows:

For all projects that involved some Infrastructure or any Science Laboratory:

- 40% of the net amount after deducting all expenditures shall be distributed among the staff involved in the consultancy / royalty.
- In the case of Service Scope Type I and II, the balance 60% shall be shared as follows: 40% shall go to MTWU-Specific Scheme Account and 20% shall be given to the University.
- In the case of Service Scope Type III, the balance 60% shall be shared as follows: 10% shall go to MTWU-Specific Scheme Account and 10% shall be given to the University, and 40% shall be distributed equally to all the departments that directly provided any equipment/consumables towards the project.
- The staff member(s) who is/are involved in royalty earning / consultancy is/ are entitled to receive her/their share of monies even in the event of her/their transfer/retirement/resignation from the University. In the event of the death of the staff, her/their legal heir shall be entitled to her/their share of monies.
- The sharing of monies except in cases of technology transfer and royalties can be suitably altered by the Vice-Chancellor depending on the nature of the project or consultancy.
- Similarly, on completion of the Certificate/Diploma Programs, a copy of the course material and report shall be submitted to MTWU-Specific Scheme for its records with a copy made available in the respective department.
- The consultant/faculty member and MTWU-Specific Scheme Account shall be jointly responsible for submitting periodic utilization certificates and final audited statement of accounts provided by the CA auditors, on completion of the said consultancy project.
- **Note:** All calculations made for revenue sharing is only for internal purpose to determine the costs towards faculty expertise and utilization of the amount of University resources and infrastructure for this purpose.

V. Guidelines for Faculty members who wish to provide Private Consultancy Services

- In Principle a faculty or staff member is not supposed to undertake a Private Consultancy, unless it is approved by Dean, Research and the Registrar.
- None of the benefits set out for University Consultancy are available to faculty/staff undertaking a Private Consultancy, and the University is not accountable for the outcomes of such Consultancies, and the same principle has to be made clear to the concerned party by the consultancy provider.
- The faculty or staff engaged in private consultancy services must ensure that their consultancy services do not affect their institutional obligations.
- The use of University logo, letterheads, advertisements or intellectual property is strictly prohibited.
- The Private Consultancy provider is strictly prohibited from using the University facility or resources.
- The Consultancy Provider must ensure that the Private Consultancy Body is not within the area of University's academic services.

Note: The Mother Teresa Women's University reserves all rights to revise/modify its Consultancy Policy as and when required.



VICE CHANCELLOR
Mother Teresa Women's University
Kodaikanal



Registrar
Mother Teresa Women's University
Kodaikanal

Mother Teresa Women's University, Kodaikanal**Guidelines framed for the Consultancy Services: Examination Services Policy**

The University shall encourage the Controller of Examinations / Faculty Members to take up Examination Services for Staff Recruitment of any organisation both online & offline mode.

The amount received from the organisation is divided as per the broad guidelines like Expenses for conducting Exams. Honorarium for Chairman/ Co-ordinators/ Observers/ Question Paper Setters/ Translators/ Typists / Office expenses, Travel, Hospitality, and Miscellaneous. 10% of the Overhead Charges from the sanctioned amount and also the balance amount will be remitted into University account.

The Faculty/Staff involving in the Consultancy service can avail a total of 30 days On Duty in a year to conduct her Consultancy work at the rate of five working days in a month or not more than 10 days at a stretch in an academic year. The OD application has to be duly forwarded through the concerned Head of the Department to the Registrar. The Faculty or a group of Faculty engaged in Consultancy work shall periodically report the progress of the Consultancy work to the authority via proper channel.


Finance Officer


Registrar


Vice Chancellor