



**Mahatma Gandhi University**  
**Priyadarsini Hills P. O.**  
**Kottayam, Kerala - 686560**

**(Re-accredited by NAAC with A Grade)**

**Research Consultancy Policy**

# RESEARCH CONSULTANCY POLICY

## 1. Introduction

- 1.1 Mahatma Gandhi University sets out the principles and procedures undertaking science and technology research consultancy for outside bodies to disseminate knowledge and make an early and direct impact on society. The policy helps to increase the professional and academic competence along with the industry expertise and bridges the gap between industry and academia thereby contributing to the development of productive relationships with these bodies. This linkage between the University and other external organisations can further enhance research opportunities, student recruitment and placement and aids University in achieving its aim of knowledge dissemination for societal and economic development. Consultancy policies may also generate contractual relationships including research, service contracts and in some cases the provision of funds for student internships. It is therefore the University's policy to encourage staff to engage in consultancy wherever appropriate and in a manner that is consistent with their contractual responsibilities.
- 1.2 This policy is intended to provide the information required to undertake consultancy work in accordance with the University's approved procedures.

## 2. Definitions and Scope of the Policy

- 2.1 **Consultancy:** The University uses a broad definition of what constitutes consultancy. Its essential features are:
  - 2.1.1 Consultancy is a highly professional work undertaken by University staff in their field of expertise, by providing the academic skill and expertise in return for remuneration, and may be based on a tender;
  - 2.1.2 Unlike research it does not have as a prime purpose of generation of new knowledge. Non-research consultancy include the provision of professional services to external agencies for a fees
  - 2.1.3 Consultancy will produce some form of contracted output which may be partly or completely owned by the client;
  - 2.1.4 The University normally does not have freedom of publication over the results of consultancy;
  - 2.1.5 It tends to be governed by short-term contracts with minimal use of University resources and involves
- 2.2 Consultancy for **companies owned by the University** or in which a member of staff may have an interest are also included within the scope of this document. Staffs are advised to ensure that they comply with the University's Conflicts of Interest Policy when undertaking any work for such companies

2.3 **Excluded from the above definitions:** This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:

2.3.1 Authorship of, or royalties from, the publication of books

2.3.2 Service on public sector or charitable committees

2.3.3 External examiner duties

2.3.4 Lecture tours and conference presentations or attendance

2.3.5 Editorship or publication of academic articles

2.3.6 Professional art performances

2.4 The arrangements for the consideration and approval of consultancy activity may vary with Universities. Whilst this Policy refers to Heads of Institutions, local arrangements may devolve this activity to the Head of School, Centre / Research Institute Director or other appropriate staff. Staff must take account of local arrangements in their interpretation based on the requirements.

2.5 Staff should seek advice from their Head of the Institution if they are unclear about whether their proposed work constitutes consultancy. The Research Support Office will provide advice where necessary to Head of Institution in reaching a decision about the classification of a particular piece of work, but the final decision should be made locally without interrupting the already assigned duties

### **3. Permitted level of Consultancy**

3.1 University employees are permitted to undertake up to 30 working days consultancy activity per academic year with the approval of their line manager.

3.2 In some circumstances University may authorise staff to undertake further consultancy work out with this limit, but this must be discussed and approved by the Head of the Institution on a case-by-case basis.

### **4. Approval of Consultancy Activity**

4.1 The decision process for whether an individual is permitted to undertake a consultancy project is handled at the institutional level. All consultancy proposals should be passed to the appropriate Head of the Department/School/Centre in the first instance and the Head will make the decision to accept or decline the proposal.

4.2 The decision to accept a proposal to undertake consultancy activity is not automatic and factors including other sources of research income will be considered.

### **5. Income Distribution**

5.1 University costs identified on the consultancy project will be recovered before the following income distribution model is applied.

5.2 The standard income distribution model is based on income per consultancy agreement per financial year.

Income	Employee	University
Up to ₹ 5 Lakhs	100%	0%
Over ₹ 5 Lakhs	80%	20%

- 5.3 In any financial year, a total consultancy income of ₹ 15 Lakhs per staff member is permissible under the standard distribution model outlined in 5.2, subject to the discretion of the Head of the Institution.
- 5.4 In case the consultancy is provided as a team, the income received must be distributed equally among the team members based on the structure provided in Clause 5.2.
- 5.5 Above this threshold, University will require an alternative distribution arrangement to be implemented or require the activity to be managed under a service contract.
- 5.6 Finance Office facilitate this decision by providing University with quarterly reports of the consultancy income (per financial year) generated by their staff.