

Annexure- LXIII

BOM-53/2018 dated 19.5.2018



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Accredited by NAAC with 'A' Grade

Sector 1, Kamothe Navi Mumbai-410209

Consultancy Policy



Dr. Shashank D. Dalvi
Vice Chancellor

MGM Institute of Health Sciences
Navi Mumbai - 410209

Dr. Rajesh B. Goel
Registrar

MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai - 410 209

Table of Contents

1. Introduction.....	
a. Research & Industrial Consultancy.....	
2. Organizational Structure and Consultancy Mechanism.....	
a. Consultancy Operations/Execution Process.....	
b. Consultancy Guidelines	
c. Category of Consultancy Projects:.....	
I. Routine Consultancy.....	
II. Research Consultancy	
Annexure I: CONSULTANCY PROJECT PROPOSAL FORM.....	
Annexure II: UTILISATION CERTIFICATE	
Annexure III: CONSULTANCY BUDGET ESTIMATION PLAN TEMPLATE	
Annexure IV: BRIEF REPORT ON CONSULTANCY FUNDED PROJECT	
Figure 1:Organizational Structure.....	
Figure 2:Consultancy Operation/Execution Process Flow Diagram	


Dr. Shashank D. Dalvi
Vice Chancellor
MGM Institute of Health Sciences
Navi Mumbai - 410209

1. Introduction

While doing significant innovations in the Teaching – Learning process using Academic Autonomy, the faculty at MGMIHS, Navi Mumbai are also active in evolving the research culture at the institute. Our relentless effort is always to foster research to contribute towards societal benefits.

MGMIHS to encourage the research have established various Scientific Advisory Committee with external renowned experts in order to strengthen Research Policy.

The Research Forum implements wide ranging activities such as promoting applied and basic research, technology development, establishing centres of excellence, honing and cultivating appropriate research skills within faculty by deputing for Ph.D. studies, Conferences, Workshops and Short Term Training Programs (STTPs), promoting faculties to submit research proposals for different funding agencies viz., Department of Science & Technology (DST), Department of Biotechnology (DBT), Board of Nuclear Science & Research (BRNS), Indian Council of Medical Research (ICMR), etc.

a. Research & Industrial Consultancy

Research & Industrial Consultancy provides administrative and managerial support for the operation of sponsored research, industrial consultancy and other R&D related activities of the Institute. It facilitates interaction with external agencies, both national and international. It also promotes and manages Institute-Industry interaction and all externally funded research and development projects.

2. Organizational Structure and Consultancy Mechanism

Fig.1 shows organizational structure it illustrates the hierarchy and key responsibilities/outcomes from each section. As this is consultancy policy, consultancy mechanism is elaborated in detail under sub-section consultancy operations/execution process using flow diagram.

The consultancy mechanism is handled by consultancy co-ordinator under Incubation Innovation and Linkages (IIL) Cell proposed under Section 8 Company.

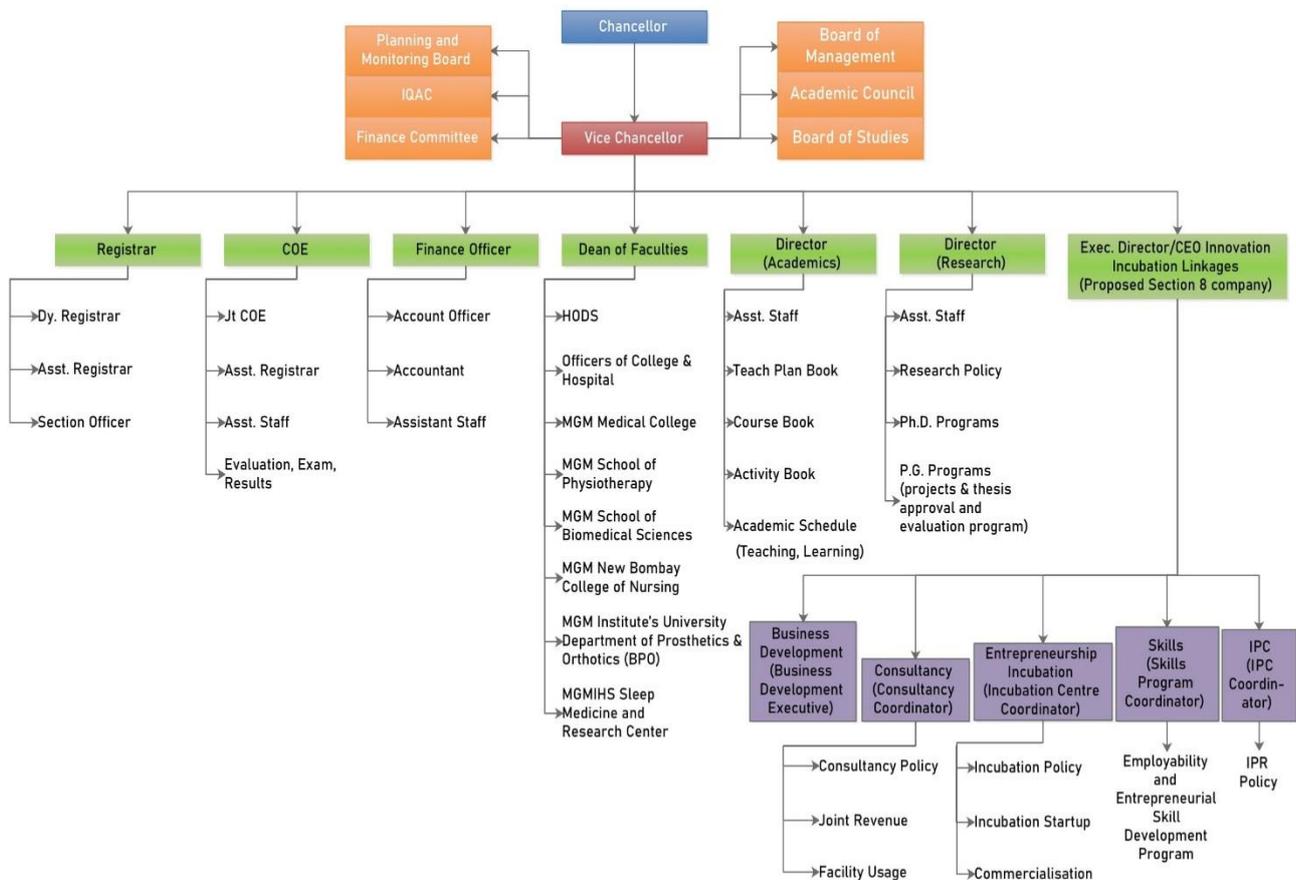


Figure 1: Organizational Structure

a. Consultancy Operations/Execution Process

MGMIHS -Industry/ Institutes Partnership Cell members shall govern all the consultancy activities through Jugaad funda portal.

Following paragraph defines the prerequisites for smooth execution of consultancy:

Prerequisites:

1. Institute/Incubation Centre has well established association with relevant clients
2. Interaction of Mentors/SIG group with Client (Industry, Institute, willing to offer consultancy
3. Understanding and articulation of consultancy details by mentor
4. Validation of Consultancy details by Client

Following flowchart (fig.2) depicts the consultancy operations/execution flow diagram for Mentor/SIG group willing to apply for consultancy offered by client, where client can be any Industry, other Institute or any other Health Centre

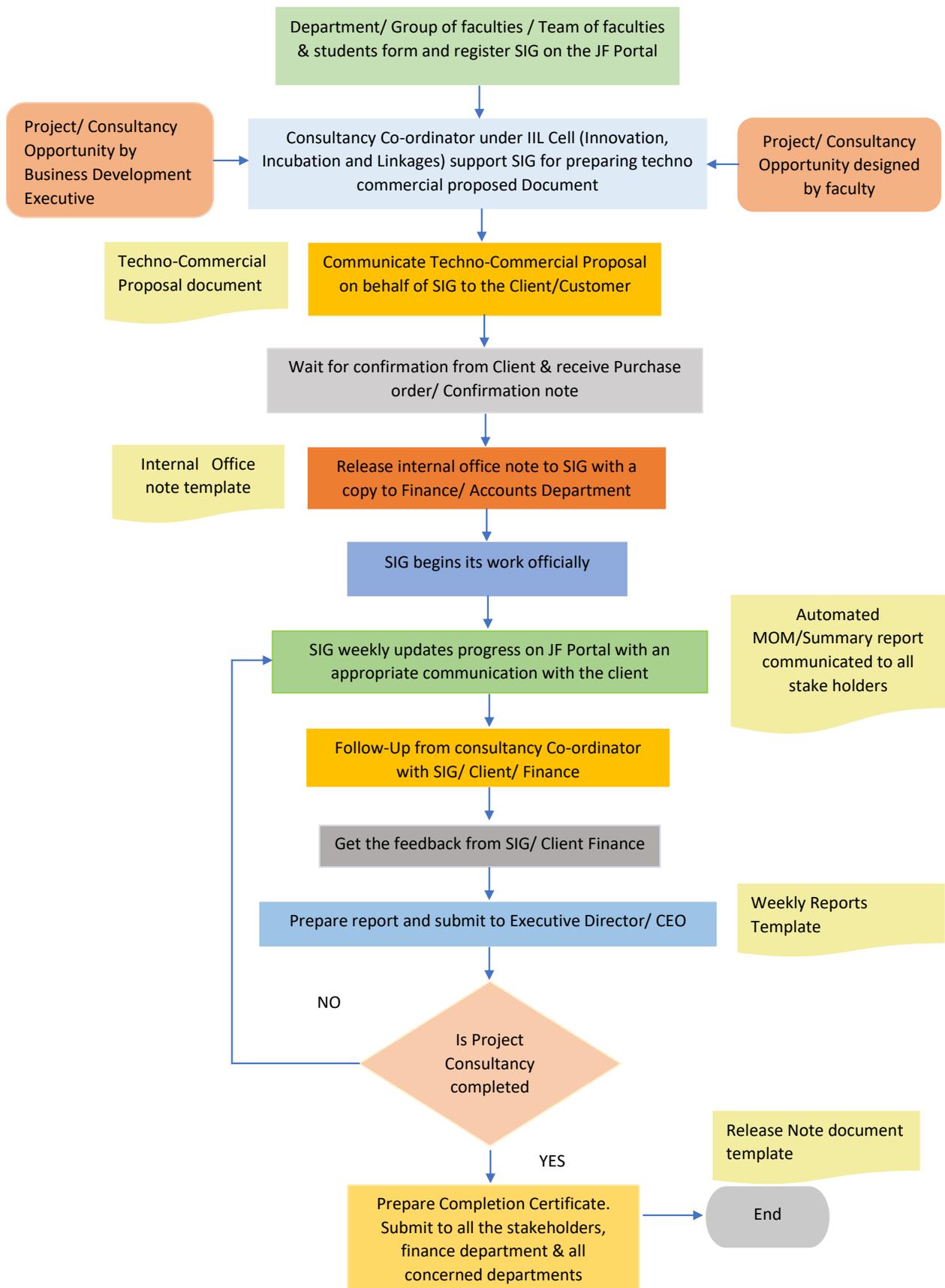


Figure 2: Consultancy Operation/Execution Process Flow Diagram

The members of the academic staff of the MGMIHS are permitted to engage themselves in Consultancy practice to such extent, which does not interfere with the discharge of their duties.

The reasons being:

- As we work in the health services various departments in our MGMIHS offers expertise and a host of specialized facilities which can be used by academia and industry for mutual benefit.
- Consultancy/Sponsored Research projects provide good exposure, experience and knowledge through interactions not only in the health sector but also in research and professional sphere.
- Consultancy also provides an opportunity to students to see the sphere of their chosen profession.
- It provides financial return (small or large) to the MGMIHS, the faculty and the students in general.

b. Consultancy Guidelines

- The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work which is an important tool in industrial growth of the Country. All Consultancy, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of the institutes availed, shall be considered as MGMIHS Consultancy, not of any individual.
- The Consultant / Principal Investigator with support from consultancy co-ordinator will directly deal with the client for satisfactory completion of consultancy terms and conditions.
- The revenue sharing from consultancy will be:

Head	Institute	Inventor
Human resource	50	50
Infrastructure resource	70	30
Laboratory/instrument/equipment	70	30
Miscellaneous	70	30

c. Category of Consultancy Projects:

I. Routine Consultancy

- Routine consultancy involves routine testing and no interpretation of the results is called for. Neither any technical advice is to be rendered nor the test results are to be processed further.
- Routine consultancy shall be done by an individual wherein the services would involve technical, engineering, scientific or other professional advice provided to a client purely on the basis of available expert knowledge and experience of individual rendered outside the institute and envisaging minimal use of infrastructural facilities and secretarial services of the Institute (without disturbing the normal functioning and academic schedule of the MGMIHS)

II. Research Consultancy

- The Consultancy could be requested to MGMIHS or respective Head of the Departments of the various constituent colleges under MGMIHS. The Institute will identify the Department to carry out the work and with the consent of the Head of the Department, the job shall be assigned to an individual competent to undertake the work.
- The faculty is expected to estimate the time and cost required to accomplish the task.
- There will be a separate Institute account for individual consultancy / project funds. All funds received for consultancy / projects will be deposited in this account.
- A detailed project proposal will be needed to be prepared in the Proforma given in **Annexure 1**. The costing of the project must give details of the following:

(i) Cost of equipment, material & books:

The estimated cost of equipment and/or books to be procured for the project is needed to be given explicitly. The purchase will be regulated in accordance with the purchase rules and the items purchased will be the property of the Department after completion of the project.

The cost must be given under following heads:

(a) Equipment/spares/accessories (in case equipment is to be returned to the funding

Agency / organization after completion of the project. This should be clearly spelt out in the MoU/proposal itself.)

(b) Consumables

(c) Books

Note: All the cost shall be estimated as per **Annexure III**.

(ii) The Overhead for the use of departmental infrastructure:

The overheads include use of laboratory space electricity, water and computing facilities (if needed). This cost also includes any infrastructural built up if needed.

(iii) The Institutes overhead:

The charge /cost for using MGMIHS facilities, for book keeping and auditing the accounts and for using any central facilities outside the department it needed shall be estimated as per Annexure III

(iv) Travel:

The travel expenses are to be borne by the Client directly. If no rates are settled then in the project proposal travel needs to be included and estimated costs need be given for actual national/International travel. The payment will be made as per rules under the head TA/DA.

(v) Contingent expenses:

An estimated cost for Contingent expenses (postal expenses, telephone, stationery etc.) can be included.

(vi) Fee for Scientific/Technical Advice:

If needed such fee can be charged by external experts not exceeding 10% of the total Consultancy charge.

(vii) Remuneration:

Remuneration is to be paid either as honoraria or as charges for working on project to Principal Investigator and his/her team up to 50% of the total Consultancy charges. Honoraria is also to be paid to the Administrative staff in the Department for handling

The Remuneration estimate has to be given under following heads:

- (a) Principal Investigator
- (b) Other faculty Members
- (c) Technical staff directly involved
- (d) Students, if involved
- (e) Administrative staff

(Note: Remuneration bifurcation and payment shall be defined by Executive Director/CEO based on nature of consultancy and resource utilization)

- Needless to say, that in any case the total estimated cost under the heads from (i) to (vii) cannot exceed the total Consultancy charge.

- No ceiling limit is laid down with regards to the total amount of the Consultancy charge. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff has to work in addition to their duties.
- The Consultant / Principal Investigator with support from consultancy co-ordinator will directly deal with the client for satisfactory completion of consultancy terms and conditions.
- In case the work is published / patented, the MGMIHS rule will apply and the share of the profits accruing will be distributed equally among the stake holders.
- The Consultant will be required to obtain prior permission of MGMIHS for undertaking Consultancy with detailed project costs (as per Proforma given in **Annexure I**) and the request needs to be routed through H.O.D./Dean.
- MGMIHS office will assign a unique internal number to the project proposal.
- In international consultancy projects:
 - a. Funds are received in foreign currency
 - b. service tax is not applicable
 - c. The research collaboration of MGMIHS with the other party/funding agency should be in conformity with the laws of all the Countries involved and/or International laws as the case may be
- IPR issue: All IPR related terms and conditions (jurisdiction arbitration, privacy, secrecy, NDA) shall comply with MGMIHS IPR Policy.
- While doing consultancy if any IPR related matter arises it must match and comply with the MGMIHS IPR Policy
- Project responsibility: These projects are headed by a Principal Investigator (PI) and may have Co-Principal Investigators (co-PIs) and the deliverables are the responsibility of the PIs to submit the budget estimate as per the template (**Annexure II**). The Institute provides the PIs necessary support.
- At the end of every financial year the Consultant must submit Utilization Report of the Consultancy fund made in the year (**Proforma given in Annexure-III**) and after completion a Consolidated Budget Statement needs to be submitted to MGMIHS Account
- After completion of the project, final report should be submitted to MGMIHS (**Annexure IV**)
- The project file will be closed with the submission of the final technical and financial project report with a copy sent to the office for record.

Annexure I: CONSULTANCY PROJECT PROPOSAL FORM

(Annexure I– Project Proforma)

- I (A) Name of the Project :
- (B) Schools (s) :
- (C) Principal Co-ordinator (s) :
- (D) Co-ordinator (s) :
- (E) Consultancy Agency being :
approached
- (F) Name of the Representative :
Phone :
Fax :
Email :
- (G) Value of the Project Proposed
Duration of the Project
- (H) Proposed :

II Project Duration *with Time-line*

III Abstract

Two page (maximum) write-up giving a brief on:

- a. Origin/Conceptualization of the proposal, definition of the problem
- b. Importance/significance of the proposal in the context of current international & National status
- c. Objectives
- d. Deliverables
- e. Facilities/equipment of interest available with parent institute
- f. Consumable/Staff requirements

IV - WHETHER facilities of other Schools, Central Workshops are required. If so, type quantum and period may be mentioned

V - WHETHER recurring costs are to be incurred by the School on the future maintenance of the equipment acquired. If yes, please specify the amount for

- a) Personnel

b) Equipment

VI Has the Co-ordinator ascertained from :
the School about the ready availability
of the existing facilities proposed to be
utilised in his/her project.

VII ANY other facility specifically :
required to be provided for by the
Institute, but not provided for by the
Consultancy Agency
(e.g. Air-conditioning of rooms etc.)

VIII Provision for Institute Overheads :

IX Provision for Service Charges :

X The Investigator (in cases where he/she :
is the sole Investigator in the project) is
agreeable to the following

(A) to nominate another faculty
member to look after his/her
project in case he/she goes on
short leave (up to 90 days)

(B) to get prior approval of the
consultancy agency to nominate
another faculty as co-investigator,
before he proceeds on long-leave
(more than 90 days)

CO-ORDINATOR(S)

HEAD OF THE
DEPARTMENT

REGISTRAR / DEAN

Consultancy Project Agreement

Project Title:

Name and Address of the Company:

Name of the Representative:

Phone:

Fax:

E-mail:

*Principal Consultant

S.No	Name of the Consultant	Employee No	School
1*			
2			

Project Cost:

Total Project Cost:

Duration of proposed work:

Date of Commencement:

Date of Completion:

Scope of proposed work:

* We agree to the above proposal and also to the MGMIHS terms & condition

Signature	Signature
(Principal Consultant, MGMIHS)	(Authorized Signatory of the Client)
Name:	Name:
Date:	Date:
Head of the Department	Office Use Registered
Signature:	Project No:
Date:	Date: Signature

Annexure II: CONSULTANCY BUDGET ESTIMATION PLAN TEMPLATE (Internal Document)

Budget Head: Human Resource					
Sr. No.	Designation Levels	Salary	Man Hours	Estimated Cost	Total Cost
1	Principal				
2	HOD				
4	Faculty				
5	Administrator				
.	.				
.	.				
Budget Head: Infrastructure Resource (Facility & Logistics on Campus)					
Sr. No.	Facilities	Duration	Cost Per Hour	Estimated Cost	Total Cost
1	Meeting Room				
2	Class Room				
3	Seminar Hall				
4	Parking				
5	Canteen				
.	.				
.	.				
Budget Head: Laboratory, Instruments & Equipment's					
Sr. No.	Facilities	Usage in hours	Cost per Hour	Estimated Cost	Total Cost
1	Laboratory				
2	Instrument				
3	Equipment's				
.	.				
.	.				
Budget Head: Miscellaneous					
Sr. No.	Items	Information	Quantity	Estimated Cost	Total Cost
1	Raw material				
2	Travel				
.	.				
.	.				
List Key Outcomes/ Benefits to Institute					

Annexure III: UTILISATION CERTIFICATE

Certified that Grant-in-aid of Rs. _____ (Rupees _____
_____) was sanctioned by the
_____ vide their letter No. _____ dated
_____ and Rs _____ were paid on date(s) _____ for the
year(s) _____ of which Rs _____ has been utilized and there is an unutilised
balance of Rs _____ of the said grant as on **31st March** in respect of
the consultancy / other Schemes viz.

Signature & Seal: Principal Investigator

Signature & Seal: Registrar/Head of
Institution

Signature & Seal: Statutory Auditor (Govt.)/ Chartered Accountant/Internal Auditor*

***Note:** Consolidated Statement of Accounts & Utilization Certificate, which is to be submitted on completion of the project should also include remaining 7.5% Overheads. These forms shall be audited by Statutory Auditor (Government Auditor) or Chartered Accountant (external). However, the UC and SA audited by the internal auditor are accepted provided the accounts of the institution are audited by the C&AG and **same is certified by the Head of the Institution**. In respect of the other institutions where there is no audit by C&AG, they are required to submit the UC & SA audited by Statutory auditor/Chartered Accountant.

Annexure IV: BRIEF REPORT ON CONSULTANCY FUNDED PROJECT

Sanction Number:

Mode of Execution: MoU / CRP / RP / YSRA

Date of Start:

Date of Completion:

Total Amount Sanctioned (in Lakhs):

Amount Received (in Lakhs with date)

Institutes involved in case of MoU/CRP

Category: Facility Development / Product Development / Technology Demonstration/ Applied

Research/ Conceptual/Exploratory/ Survey/Others

Title:

Insert Passport size
photo here

Name of PI & Affiliation:

Name of CI & Affiliation:

Name of major Equipment's procured and their cost :

Present working status of the Equipment;

Number of other users & their affiliation and % use by others

Details of the High cost consumables used

Patent with brief description

Number of Journal Publications with impact factor (attach list as Annex- D):

Number of symposia presentations:

Number of staff trained under this project

List of Objectives as mentioned in original proposal

(List accomplishments/ short falls against each of the objectives)

Accomplishments of the projects in 3 to 4 bullets

Summary in about 300 words (which is understandable by general scientific fraternity) bringing out the novelty of the work.

Insert two photographs representing outcome of the project.