



# MAHARISHI MAHESH YOGI VEDIC VISHWAVIDYALAYA

(Established by Madhya Pradesh Act No. 37 of 1995, Recognised by UGC under section 2-F)

No. 1968/A

Date : 31/07/17

## CONSULTANCY POLICY OF THE UNIVERSITY

### Introduction:-

The University has specific consultancy policy. As per provision of this policy the person/institute requiring guidance from the university will approach the university with specific queries/problems and deposit specific consultancy fees. It will be done with prerogative of the university to depute the subject expert to guide the consultancy seekers and suggest for its various problems. In this process the university gets 20% of the share of the deposit fees and 80% of the fees goes to the subject expert. The University has the arrangement to carry on consultancy in Jyotish, Sthapatya Ved, Yog, Transcendental Meditation & TM Siddhi Programme, Yagyanusthan and Karmkand. Under these, Rules for holding of outside appointments and the conduct of outside work, staff is normally limited to 30 days per academic year for consulting or other 'outside work' activity. University staff is required to seek prior approval from their head of department for outside activity. This policy deals with consulting, that is where a person 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 or expertise. Consulting activity is one of the important means by which staff at the Maharishi Mahesh Yogi Vedic Vishwavidyalaya can make available their knowledge and expertise to government, public sector organizations, and individuals. Such interactions in turn benefit the University, as staffs bring back to their teaching, research and other roles the insights, experiences and contacts they have gained as consultants. Staff may elect to undertake consultancies either through the Consulting Services of Maharishi Mahesh Yogi Vedic Vishwavidyalaya or on individual basis. The 30-day rule applies to work conducted outside when the member of staff would reasonably be expected to be performing University duties. It is not expected that academic staff will conduct consultancy or work associated with outside appointments at weekends.

### Consulting through counseling service:-

The University has established a specialist Consulting Service at Maharishi Mahesh Yogi Vedic Vishwavidyalaya to support University staff wishing to undertake consultancies. University administration provides administrative and transactional support including fixing commercial rates for the staff members, Negotiating the terms and conditions of the consulting agreement, Assisting with internal forms/procedures subject to the current terms and conditions of those policies, defending by the University in the event of a claim against the staff member, provided they have lawfully, diligently, and conscientiously endeavored to carry out the work. The consultancy fees/charges from its external clients for providing the services and expertise of staff



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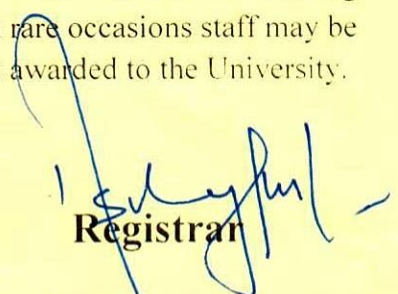
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includes a contribution to the running costs of consultancy service. After receiving payment from the external client, the finance department makes payment directly to the bank accounts of the consultants 70% of the fees received.

- In their application for approval to their head of department (or equivalent) they must ensure the precondition that proposed consultancy does not create a conflict of interest with their work for MMYVV and the following points as well.
- If the proposed consultancy is permitted under the terms of any external research grant or contract in which they are involved then the staff should seek advice from Research Services.
- If the staff member wishes to use University facilities in the course of their consulting, they must seek prior approval from their head of department.
- The University must be reimbursed for the costs of any University facilities used, at a rate approved by the head of department
- If a head of department/faculty is approached by an outside party requesting, in effect, a consultancy by the Department, University will make the necessary contractual arrangements to cover this "departmental consultancy."
- A staff member undertaking private/independent consulting is not covered by the University's professional indemnity and public liability insurance, and will not be defended by the University in the event of a claim against the staff member related to that consulting activity. Approval Process for either option Staff must seek the prior approval of their Head of Department using a standard form. The staff member and the Head of Department (or equivalent) should each retain copies of approved applications. Conflict of Interest undertaking by the staff for the consultancies, whether done privately/independently or through University, must comply with the University's policy. Staffs are encouraged to seek advice from Research Services if they are in any doubt as to the conditions. The responsibility for complying with the research funding conditions/contracts rests with the individual staff member. On rare occasions staff may be engaged by the University as a consultant on a research project awarded to the University.

  
Registrar