



## St. John's National Academy of Health Sciences

---

# Consultancy Policy 2022

|                        |                                                                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Version                | 1.0                                                                                                                                                  |
| Effective Date         | 15 December 2022                                                                                                                                     |
| Responsible officer(s) | Deans, St. John's Medical College/ St. John's Research Institute/ CMS, St. John's Medical College Hospital, Principal, St. John's College of Nursing |
| Oversight officer      | Associate Director – College and Research Institute / Associate Director – Hospital and Nursing College                                              |
| Approving Authority    | Governing Board – CBCI Society for Medical Education                                                                                                 |

## Executive Summary - Consultancy Policy, SJNAHS

Consultancy is a channel through which knowledge and expertise from Academic and Research Organizations could be shared with Industry and other external agencies Governmental and United Nations Agencies.

### **Benefits to St. John's:**

Recognition, growth and development of faculty, researchers, scientists and innovators.

- Increase collaborations with external organizations (Industry, Start-ups, incubators, etc.,)
- Provides opportunities for faculty to contribute their expertise in improving health outcomes.
- Facilitates working with various kinds of organizations and Govt. agencies.
- An additional source of revenue for SJNAHS and faculty who are domain experts.
- Considered in the NIRF / NAAC calculation metrics, under the research category

### **Purpose**

This policy document is intended to lay down the norms for undertaking consultancy work and its facilitation in accordance with the St. John's National Academy of Health Sciences rules and procedures.

### **Definitions and Scope**

Consultancy is work of a professional nature, undertaken by faculty members, researchers and Scientists of SJNAHS in their field of expertise, for clients outside the institution, for which some financial remuneration is obtained. The consultancy will produce some form of contracted output that may be partly or wholly owned by the client. It will be governed by short-term contracts and agreements while making minimal use of SJNAHS resources.

**Exclusions of Consultancy policy:** This consultancy policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of the intellectual level of the society at large.

- Internal or External examinership
- Lectures and conference presentations
- Editorship of academic journals or the publication of academic articles
- Royalties from authorship and publication of books
- Honorariums
- Professional arts performances
- Charitable services
- Furtherance of scholarship

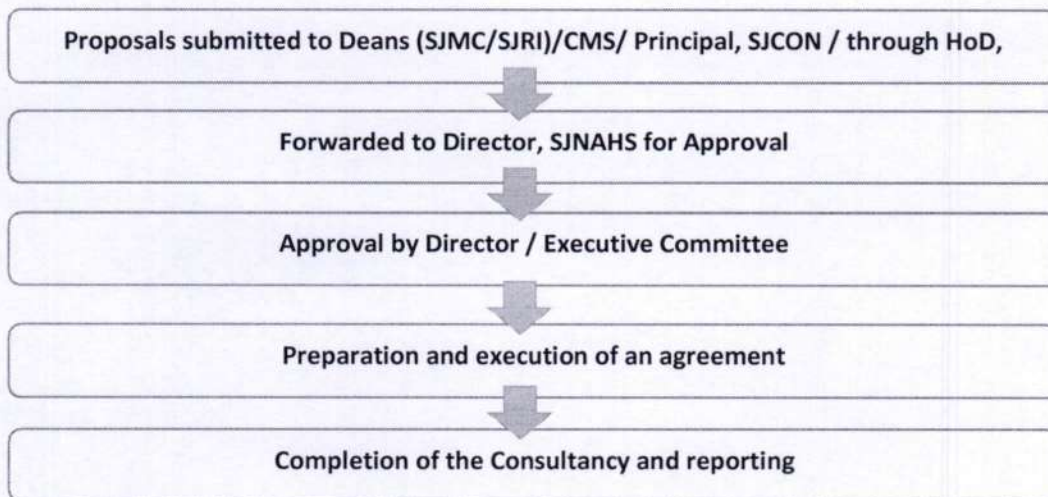
- General dissemination of knowledge/ intellectual level enhancement of society
- Any other task as decided by the Director and Executive Committee, SJNAHS

#### **Duration of Consultancy**

- Total time permissible must be less than or equal to 52 working days in a calendar year. (Faculty can avail leave available as per SJNAHS service rules to complete the tasks).
- The duration will be limited to that mentioned in the approved agreement.
- Any extension of consultancy work; require prior permission of the SJNAHS Director through the Head of Department and Dean (s) / Principal.

#### **Approval of Consultancy Activity**

- All proposals are submitted to SJNAHS Director, through the respective Deans (SJMC/SJRI), CMS (SJMCH) or Principal, College of Nursing and Heads of Departments/Divisions. Proposals of Consultancy for innovations and advice to Start-up companies will also be reviewed by SJNAHS Director, through St Johns Health Innovation Foundation.
- SJNAHS Director and Executive Committee will have the right to make the decision to accept or decline the proposal.



#### **Conflict of Interest**

- A conflict of interest shall be considered as a case where an employee engages in consultancy at the expense of the interests of SJNAHS as defined by the Executive Committee, SJNAHS
- Conflict of interest, if any, must be immediately reported to the Director, SJNAHS

#### **Income Distribution**

- Any cost incurred by SJNAHS will be costed and deducted from gross consultancy services income.
- The Income distribution will be as follows:

- 60% to Faculty (Consultant) / Team involved in the consultancy.
- 40% to Institute
  - 15% to CBCI-Society for Medical Education and
  - 15% to SJMC/ SJRI / SJCON for administrative efforts or 15% to SJHIF in relation to consultancies for innovations and start-ups.
  - 10% to the Parent department or Division Fund

The income earned by individuals will be taxable as per Govt. of India rules. All transactions will be cashless to an authorized Institutional bank account through bank transfer.

## **Consultancy Policy**

### **1. Preamble**

Consultancy is an important channel through which knowledge and expertise from Academic and Research Organizations could be shared with Industry and other external agencies including Governmental and United Nations Agencies. This can contribute to the growth, development of St. John's National Academy of Health Sciences (SJNAHS), its faculty, researchers, scientists, innovators and increase collaborations with external organizations such as Industry, Start-ups, incubators and other agencies. Consultancy activity in SJNAHS may be associated with contractual relationships, including research, service contracts, innovations etc. with government and other non-government organizations in lieu of a fee. SJNAHS, therefore, will facilitate its faculty, researchers, scientists and staff to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the Academy.

### **2. Purpose**

This policy document is intended to lay down the norms for undertaking consultancy work and its facilitation in accordance with the St. John's National Academy of Health Sciences rules and procedures.

### **3. Definitions and Scope**

Consultancy is work of a professional nature, undertaken by faculty members, researchers and Scientists of SJNAHS in their field of expertise, for clients outside the institution, for which some financial remuneration is obtained. The consultancy will produce some form of contracted output that may be partly or wholly owned by the client. It will be governed by short-term contracts and agreements while making minimal use of SJNAHS resources. As this would involve additional efforts for existing administrative staff of the Grants office, St. John's Research Institute, legal office and Director's office, SJNAHS to manage such agreements and contracts, it would be an

additional management responsibility and therefore, there will be an overhead charge levied on the consultancy fee received by the faculty, researcher or Scientist who is engaged in consultancy for the Institute.

Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake is also included within the scope of this policy document.

#### **4. Exclusions**

This consultancy policy does not apply to the activities intended for the furtherance of scholarship or general dissemination of knowledge or general enhancement of the intellectual level of society at large. Such activities, among others, would be:

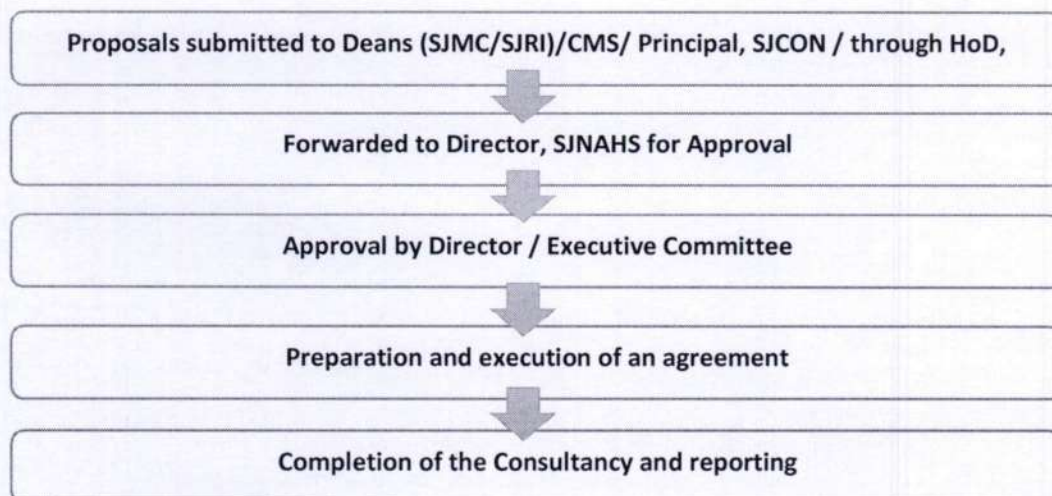
- i. Internal or External examinership
- ii. Lectures and conference presentations
- iii. Editorship of academic journals or the publication of academic articles
- iv. Royalties from authorship and publication of books
- v. Honorariums
- vi. Professional arts performances
- vii. Charitable services
- viii. Any other task as decided by the Director and Executive Committee, SJNAHS

#### **5. Duration of Consultancy**

- a. The total time invested in consultancy activity must be less than that which is equivalent to 52 working days per calendar year. Faculty can avail leave that is available to them as per SJNAHS service rules to attend to consultancy work.
- b. The duration of any consultancy activity will be limited to that mentioned in the approved agreement.
- c. Any extension of consultancy work would require prior permission of the Director, SJNAHS.

## 6. Approval of Consultancy Activity

All consultancy proposals must be submitted to the Director, SJNAHS through the respective Deans of St. John's Medical College or St. John's Research Institute, Chief of Medical Services, St. John's Medical College Hospital or Principal, St. John's College of Nursing, for prior approval through their respective Heads of Departments or Divisions. The Director and Executive Committee, SJNAHS will have the right to make the decision to accept or decline the proposal. If the consultancy involves innovations and advice to Start-up companies, this will be also forwarded to the Director, SJNAHS for approval but will be administered through St Johns Health Innovation Foundation, the incubator associated with SJNAHS. All research-related consultancies will be administered through the Grants office of the research institute, while non-research consultancies will be administered by the medical college or college of nursing.



## 7. Conflict of Interest

- a. Engagement in consultancies must not create any perceived or actual conflict of interest.
- b. Conflict of interest, if any, must be immediately reported to the Director, SJNAHS
- c. A conflict of interest shall be considered as a case where an employee engages in consultancy at the expense of the interests of SJNAHS as defined by the Executive Committee, SJNAHS.

## **8. Income Distribution**

- a. If SJNAHS incurs a cost for allowing the consultancy, it will be deducted by the Finance section from gross income from consultancy before splitting the net income between the consultancy provider and Institute.
- b. The faculty member or department of SJNAHS providing consultancy would be entitled to retain 60% of the share while the Institute will retain 40% of the net income. The Institute's 40% will be further divided as 15% to CBCI-Society for Medical Education and 15% to the administrative unit where the faculty is affiliated (St. John's Medical College / St. John's Medical College Hospital / St. John's Research Institute /St. John's College of Nursing) or 15% to St Johns Health Innovation Foundation in relation to consultancies for innovations and Start-ups.
- c. The income earned by any individual from consultancy will be taxable as per Govt. of India rules.

All financial transactions related to consultancy will be cashless through bank transfer to an authorized Institutional bank account. SJNAHS will make the appropriate payment to the consultancy provider as per the rules and the agreement.

## **9. Code of Conduct**

- a. The conduct of the employee during the consultancy work must conform to the prestige, reputation and policies of SJNAHS. The management of SJNAHS will be entitled to take disciplinary action against its employee for any misconduct during the consultancy.
- b. Original copies of all documents related to all consultancy services undertaken by its employee must be in possession of the respective administrative offices of SJMC, Grants office-SJRI, or SJCON, SJNAHS for allowing appropriate processing for financial accounting and audit purposes.
- c. The clients receiving consultancy services would not be entitled to use the name of St. John's National Academy of Health Sciences, logo etc. in any form without prior permission of the Director, SJNAHS.

## **10. Dispute Redressal and Resolution**

All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the Director, SJNAHS, whose decision will be final and binding. The Director and Executive committee may, in future, if necessary call for an amendment or revision of this policy document as deemed appropriate. Any violation of the above policy shall be dealt with as per SJNAHS service rules.