

POLICY AND PROCEDURE FOR UNDERTAKING CONSULTANCY WORK

Introduction

Amala Institute of Medical Sciences (AIMS), Thrissur, promotes innovation-driven research and applied knowledge transfer through collaborative consultancy projects. Consultancy activities allow faculty, scientists, and researchers to engage with industries, academic institutions, and individuals to offer specialized expertise, analytical services, or research support. This policy defines the institutional framework governing consultancy assignments undertaken through AIMS, particularly those utilizing its laboratories, instruments, or intellectual resources.

The policy ensures transparency, accountability, and equitable benefit-sharing between the institution and the consulting faculty. It outlines the approval mechanism, financial processes, taxation compliance, and ethical standards required for executing consultancy work without disrupting the regular academic, clinical, or research duties of the concerned staff. By institutionalizing consultancy operations, AIMS strengthens external partnerships, facilitates revenue generation, and reinforces its role as a leading academic and translational research institution committed to societal advancement.

PART A: POLICY FRAMEWORK

1. Title

This document shall be known as the “Policy and Procedure for Undertaking Consultancy Work Using Institutional Facilities – Amala Institute of Medical Sciences (AIMS)”. It provides the regulatory and procedural framework for all consultancy projects executed through AIMS by its faculty, researchers, and scientists. This includes consultancy engagements involving infrastructure utilization, data analysis, academic supervision, or professional advisory services. The policy seeks to standardize consultancy practices, ensure compliance with statutory and tax regulations, and formalize a transparent financial sharing mechanism. It also emphasizes that consultancy activities shall not interfere with official teaching, clinical, or research responsibilities and shall always uphold institutional ethics and professional integrity.

2. Objective

The primary objective of this policy is to establish a structured and transparent mechanism for faculty and researchers to undertake consultancy assignments in collaboration with external organizations or individuals. The policy aims to (a) encourage knowledge exchange and applied research translation, (b) provide regulated access to institutional resources for external entities, and (c) ensure fair financial distribution between AIMS and its faculty. Consultancy services strengthen institutional reputation, facilitate collaborations, and generate resources that can be reinvested in research infrastructure and innovation. This policy also ensures that consultancy work, while beneficial to the individual and the institution, remains ethically

sound, legally compliant, and fully aligned with AIMS' broader academic and translational mission.

3. Scope and Applicability

This policy applies to all full-time faculty members, research scientists, and staff affiliated with AIMS, including those under ACRI, AIMRD, and CRU. It covers three principal categories of consultancy engagements:

1. **Infrastructure-Dependent Consultancy** – projects utilizing AIMS facilities such as laboratories, equipment, or technical manpower.
2. **Manpower Consultancy** – professional or analytical services where no institutional resources are used.
3. **External Consultancy** – engagements where AIMS faculty are invited by external organizations as domain experts.

All consultancy activities shall be executed only after written approval by the Director, AIMS, through ACRI, ensuring institutional oversight, tax compliance, and adherence to this policy's financial and ethical provisions.

4. Infrastructure-Dependent Consultancy

Consultancy projects that involve the use of AIMS infrastructure such as supervision of external students' thesis work, industrial R&D collaborations, or analytical testing using institutional laboratories shall follow a 70:30 sharing model, wherein 70% of the net amount shall accrue to faculty using which he or she has to complete the project and 30% to AIMS. All direct expenses including consumables, manpower, and equipment usage charges must be utilized from the share of faculty. The consultancy amount shall include 18% GST, and payments must be made to the AIMS institutional account only. Utilization of institutional facilities must be approved by the Director, ACRI, and verified for availability. These assignments must not interfere with the faculty's primary academic or clinical responsibilities.

5. Non-Infrastructure Consultancy

In cases where consultancy activities do not involve AIMS infrastructure such as data analysis, statistical interpretation, manuscript editing, research design, or expert guidance conducted externally, the revenue sharing ratio shall be 50% for AIMS and 50% for the consulting faculty. The faculty member must declare in writing that no institutional resources, staff, or equipment were used in performing the work. Such consultancy activities shall still be routed through AIMS, and the total fee (including 18% GST) must be credited to the institutional account. Approval from the Director, AIMS, through ACRI, is mandatory prior to accepting such assignments to maintain transparency and audit compliance.

6. External Consultancy

When a faculty member is officially invited by another organization, university, or industry to serve as an external consultant, the revenue sharing ratio shall be 60% for the faculty and 40% for AIMS. The engagement must not interfere with the faculty's institutional responsibilities and separate consent should be sanctioned by the management for undertaking such consultancy. All payments must be routed through the AIMS account with GST inclusion, and subsequent disbursement shall follow the financial procedures prescribed in this policy.



PART B

PROCEDURE FOR APPLICATION AND APPROVAL

1. Application Submission

Faculty members intending to undertake consultancy work shall submit a duly completed Application Form for Consultancy Work (Annexure I) to the Director, AIMS, through the Director, ACRI. The application shall specify the consultancy type (infrastructure-based, non-infrastructure, or external), expected duration, client details, fee structure, and resource requirements. Supporting documents such as the proposal, client correspondence, and estimated expenditure must accompany the application. ACRI shall review the completeness of the submission and forward it to the Chief Research Officer (CRO) for evaluation. Incomplete applications or those lacking documentation shall be returned once for correction.

2. Evaluation and Recommendation

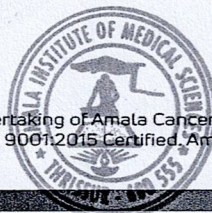
The CRO shall evaluate each application for feasibility, resource availability, and compliance with institutional policies. For infrastructure-based projects, the CRO shall ensure that required laboratory facilities and equipment usage are approved. The evaluation will include verifying GST compliance, ethical considerations, and financial accuracy. Upon review, the CRO shall issue a Forwarding Letter (Annexure II) recommending the proposal for approval by the Director, AIMS, through the Director, ACRI. The recommendation shall specify the applicable revenue-sharing ratio (70:30 or 30:70) and confirm that the consultancy work will not interfere with regular institutional duties.

3. Approval and Financial Management

Upon approval, the Director, AIMS, shall issue a Sanction Order (Annexure III) authorizing execution of the consultancy project. All consultancy fees shall be invoiced under Amala Institute of Medical Sciences, Thrissur, with 18% GST added to the total billing. The Finance Department shall handle receipts, tax payments, and disbursement of faculty shares post-expense deduction. The CRO and ACRI shall jointly monitor project progress, ensuring submission of utilization certificates and client completion reports. The disbursement shall follow internal audit verification and financial clearance procedures.

4. Monitoring, Documentation, and Reporting

The ACRI office shall maintain a digital and physical register of all consultancy projects, including project title, consultant details, client organization, duration, and financial summary. Faculty must submit a completion report and utilization statement within 30 days of project



closure. The CRO shall compile an annual report summarizing consultancy outcomes, institutional earnings, and departmental contributions for review by the Director, AIMS. This documentation will also contribute to institutional ranking and accreditation processes.

PART C

TERMS, CONDITIONS, AND REVIEW

1. Ethical and Professional Compliance

All consultancy assignments must adhere to institutional ethics, confidentiality, and academic integrity. Faculty shall not engage in consultancy activities that pose a conflict of interest, contravene AIMS regulations, or harm institutional reputation. Unauthorized use of AIMS infrastructure, logo, or credentials is strictly prohibited. The Director, AIMS, reserves the right to withdraw or terminate consultancy engagements that violate policy provisions or adversely affect the faculty's assigned duties.

2. Financial and Tax Compliance

All consultancy fees must include 18% GST as per statutory norms and be routed through the official AIMS institutional account. The Finance Office shall be responsible for GST filing, financial audit, and disbursement of approved shares. The consulting faculty must not receive direct payments from clients. All expenditure and revenue records shall be preserved for at least five years for audit and institutional review. Any deviation or misrepresentation will invite recovery of funds and possible disciplinary action.

3. Policy Review and Amendment

This policy shall be reviewed once every three (3) years or earlier if deemed necessary by the Chief Research Officer and Director, ACRI. Any amendment to the revenue-sharing model, financial process, or ethical guidelines shall be implemented only after written approval from the Director, AIMS. All matters of interpretation or dispute arising from this policy shall be subject to the jurisdiction of Thrissur, Kerala.



ANNEXURES

Annexure I

Application Form for Undertaking Consultancy Work

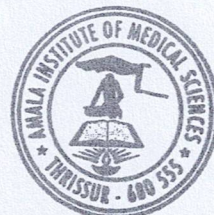
**Amala Institute of Medical Sciences, Thrissur, Kerala
Application for Undertaking Consultancy Assignment**

1. Name of Faculty / Scientist: _____
2. Designation & Department: _____
3. Type of Consultancy: Infrastructure-Based / Non-Infrastructure / External
4. Title / Nature of Work: _____
5. Client / Organization: _____
6. Duration: _____
7. Estimated Total Fee (including GST): ₹ _____
8. Expected Date of Commencement: _____
9. Infrastructure Usage (if any): _____
10. Estimated Expenses: ₹ _____
11. Proposed Sharing Ratio:-----
12. Declaration:

I hereby declare that the information provided above is true and that this consultancy shall not interfere with my official duties at AIMS.

Signature of Applicant: _____ Date: _____

Signature & Seal Date: _____



Annexure II

Forwarding Letter (CRO → Director, AIMS through Director, ACRI)

From:

Dr. _____
Chief Research Officer
Amala Institute of Medical Sciences, Thrissur

To:

The Director,
Amala Institute of Medical Sciences, Thrissur – 680555

Through:

The Director, Amala Centre for Research and Innovation (ACRI)

Subject: Recommendation for Approval – Consultancy Assignment

Sir,

Based on institutional review, the consultancy proposal submitted by Dr. _____ of the Department of _____ has been evaluated and found feasible. The proposed consultancy work titled “_____” is recommended for approval under the category _____ (Infrastructure-Based / Non-Infrastructure / External).

The applicable revenue-sharing ratio shall be _____% for AIMS and _____% for the faculty, as per policy provisions. The total consultancy fee, inclusive of 18% GST, shall be credited to the institutional account.

Submitted for your kind consideration and approval.

Dr. _____
Chief Research Officer Date: _____

Countersigned and Forwarded:

Dr. _____
Director, ACRI Date: _____





Annexure III

Sanction Order (Director, AIMS → Faculty / Finance Office)

Ref. No.: AIMS/ACRI/CONS/____/20 **Date:** _____

To

Dr. _____

Department of _____

Amala Institute of Medical Sciences, Thrissur

Subject: Sanction of Consultancy Project

Sir/Madam,

With reference to your application dated _____ and subsequent recommendations from the Chief Research Officer and Director, ACRI, approval is hereby accorded for undertaking the consultancy work titled “ / _____ ” on behalf of AIMS.

The total consultancy fee of ₹ _____ (including 18% GST) shall be received in the AIMS institutional account. After deduction of approved expenses and taxes, the revenue will be shared in the ratio of _____ % (AIMS) and _____ % (Faculty) as per institutional policy.

You are requested to ensure timely completion of the consultancy assignment and submission of the completion and utilization report to ACRI.

Director

Amala Institute of Medical Sciences

Thrissur – Kerala – 680555



ANNEXURE – IV

Types of Consultancy Services at Amala Institute of Medical Sciences (AIMS)

1. Consultancy Involving Use of AIMS Infrastructure

This covers consultancy activities that use AIMS laboratories, equipment, consumables, technical manpower, or clinical support systems.

Examples

1. Laboratory-based analytical/testing services
2. External student dissertation or thesis work
3. Experimental R&D projects for external institutions or industry
4. Clinical sample processing or diagnostic research consultancy
5. Collaborative research requiring AIMS lab/instrument use

2. Consultancy Without Use of AIMS Infrastructure

These are intellectual consultancy services that do not require any AIMS facilities.

Examples

1. Statistical analysis and data interpretation
2. Research design, protocol development, grant writing
3. Scientific writing, thesis editing, manuscript editing
4. Bioinformatics, computational modelling, in silico workflows
5. Domain-specific expert advisory services

3. External Consultancy (Faculty Invited by Other Organizations)

Examples

- Capacity building
- Industrial consultancy
- Professional clinical consultancy at external hospitals

4. Internship-Based Consultancy Services

AIMS permits external candidates to undergo structured internships using AIMS laboratories and expertise.



These internships fall under consultancy involving use of AIMS infrastructure and follow the same revenue-sharing model.

Permitted Internship Durations

- One Week Internship
- Two Weeks Internship
- One Month Internship
- Three Months Internship
- Six Months Internship

Nature of Work Allowed

- Laboratory training in microbiology, molecular biology, nanotechnology, cell culture, analytical techniques
- Short-term project-based learning
- Technique-specific training (PCR, biofilm assays, nanoparticle synthesis, microscopy, etc.)
- Hands-on exposure to instrumentation
- Mini-projects under faculty supervision

5. Consultancy Fee Determination

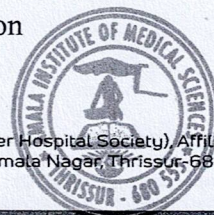
The charges for each consultancy service—including internships—will be finalised at the time of submission of the consultancy request, depending on:

- Nature of work
- Duration of work
- Manpower requirement
- Consumables and instrument usage
- Reporting and documentation needs
- Intellectual involvement of faculty
- Market standards for similar services

A formal quotation will be issued after administrative approval.

6. Specialized Consultancy Services

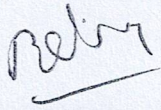
- Contract Research Consultancy
- Technology Development & Validation
- Diagnostic/Clinical Data Analytics & AI Consultancy
- Prototype and Instrument Performance Evaluation



7. Prohibited / Non-Permissible Consultancies

- Consultancy violating ethical, IEC, or regulatory norms
- Direct faculty payments without routing through AIMS
- Work conflicting with faculty duties
- Projects involving patient data without prior approval
- Activities compromising academic integrity

The Policy and Procedure for undertaking consultancy work has been duly approved and will come into effect from 14/11/2025. Management has the right to modify this policy at any time partly or fully.



PRINCIPAL

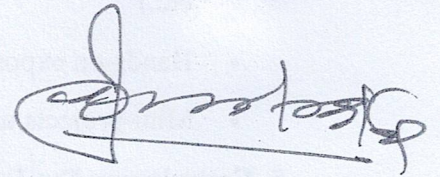
Dr. BETSY THOMAS

MD, FRCOG, DNB, MICOG

PRINCIPAL

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