



Param Pujya Dr. Babasaheb Ambedkar Smarak Samiti's  
**Dr. Ambedkar Institute of Management Studies & Research**

Deeksha Bhoomi, Nagpur - 440010 (Maharashtra State) INDIA

**An Institute recognised under section 2(f) and 12B**

**MBA Programme Accredited by NBA from 2019-20 to 2021-22**

**Accredited by NAAC with Grade 'A'**

**2013**

# **Consultancy Policy**

# Consultancy Policy 2014

---

## 1. Purpose of Policy

DAIMSR permits members of the academic staff to engage in external consulting in order to expand and maintain their professional competence, keep abreast of developments and innovation in business and the professions, and enhance the reputation of the Institute by sharing the institute's scientific and academic knowledge with the business community and the professions.

In the interests of transparency and accountability, it is important that the institute should be aware of the commercial and professional interests of its academic staff and that formal approval has been given for external consulting and other external work. Academic staff are appointed on the understanding that they may engage in outside paid work only with the permission of the Director.

## 2. Definition of Consulting

For the purpose of this policy there are three distinct types of Consulting:

### 2.1. Category A.: Institute Consulting with no remuneration to a staff member

Institute Consulting with no remuneration to a staff member is defined as work which the institute has contracted for with a third party, from which revenue is received by the institute, but for which the relevant staff member does not receive remuneration.

### 2.2 Category B.: Institute Consulting with remuneration to a staff member

Institute consulting activity with remuneration to a staff member is defined as work which the institute has contracted for with a third party, from which revenue is received by the institute from which a staff member may make claim for payment.

### 2.3 Category C.: Private Consulting undertaken by a staff member

Private Consulting is defined as work, which is undertaken by an academic member of staff on a purely private basis, but the academic staff member uses the institutes resources in terms of time, facilities etc.

## 3. General Guidelines

Approval to undertake private consulting and pro bono work will be given by the Director or Associate Director on the basis that:

3.1 The activities are related to the academic and professional interests of staff.

3.2 All external activities (both external work & Institute consulting) do not exceed six (06) days per semester.

3.3. External activities do not interfere with the performance of normal academic duties and are recommended by the Director or Associate Director.

3.4. External activities do not give rise to any conflict of interest for the individual member of staff or for the Institute.

3.5. The Institute acquires no vicarious liability;

3.5.1 The staff member has made it clear to the client that he/she is operating as a private individual and not as an agent or employee of the Institute.

3.5.2 The Institute will have no responsibility for the work and this has been made clear to the client by the staff member.

3.6. The private address of the member of staff is used for all correspondence. The use of Institute letterheads or other printed stationery is not permitted.

3.7. Where Category B Consulting is undertaken and the Institute facilities are used, the value must be paid to the Institute on a basis as agreed with Director or Associate Director.

3.7.1 Where the Category C (Private Consulting) is undertaken by a staff member. The value must be shared with the institute on the following basis:

Contracted Amount		Institute Share
<i>From INR</i>	<i>Upto INR</i>	
0	999	Nil
1000	5000	20%
5001	25000	25%
25001	50000	30%
50001 and More		35%

3.8. The staff member undertakes to make his/her own declarations of private consulting income for all statutory deductions on a self-employed basis.

3.9. When a staff member undertakes any external work in a private capacity he/she is not covered under any other benefits offered by the Institute.

#### **4. Applications for Approval**

Approval to engage in external work covered by this policy must be sought in advance, from the Director or Associate Director.

Application for approval of external work must be made via the Incharge of Consultancy in the prescribed application form A1 of this document. A separate approval request for each individual piece of external work is required. If an individual piece of work spans more than one calendar year, a separate approval request for each year should be completed.

The approving Director or Associate Director may revoke or amend permission for external work at any stage where, in their opinion, an external commitment is no longer consistent with the contractual duties of a member of staff.

Engaging in external work without prior approval is in breach of Institute policy.

#### **5. Disclosure of Interest**

A member of staff seeking permission to become involved in the ownership or control of a private company must disclose to Director or Associate Director, Innovation & Impact the extent of his/her involvement and the nature and volume of any transactions between the University and the company.

**CONSULTANCY APPLICATION FORM**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Contact info. (Mobile / email id)** \_\_\_\_\_

**Category of Consultancy** \_\_\_\_\_

**Organization Name** \_\_\_\_\_

**Nature of Consultancy** \_\_\_\_\_

**Consultancy Amount (INR)** \_\_\_\_\_

**Estimated time (no of Hours/Days) required outside the Institute.** \_\_\_\_\_

**No of DL/s being sought** \_\_\_\_\_

**No of DL/s already availed** \_\_\_\_\_

Comments on reasons how activities are related to the academic and professional interests of staff.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comment on how External activities do not interfere with the performance of normal academic duties of the staff.

\_\_\_\_\_  
\_\_\_\_\_

Comment of how External activities do not give rise to any conflict of interest for the individual member of staff or for the Institute.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Institute Facilities being used for the proposed Consultancy**

Name of Facility (Including Manpower)	Extent of Usage (Hours/Days) during the Consultancy Period
1.	
2.	
3.	
4.	
5.	
6.	

**Declaration**

I, \_\_\_\_\_, hereby solemnly declare that this proposal for consultancy meets the following conditions:

1. The Institute acquires no vicarious liability out of the proposed Consultancy.
2. I have made it clear to the client that I am operating as a private individual and not as an agent or employee of the Institute.
3. The Institute will have no responsibility for the work and I have made it clear to the client.
4. I shall make use of the private address for all correspondence.
5. I shall not make use of Institute letterheads or other printed stationery.
6. Where Category B Consulting is undertaken and the Institute facilities will be used, I shall make a disclosure of such usage and shall pay the value to the Institute, as agreed with Director or Associate Director.
7. Where the Category C (Private Consulting) is undertaken by a staff member, I shall share the value as per institute policy and shall indemnify the institute for any losses, as decided by the approving authority.

Name of Staff \_\_\_\_\_

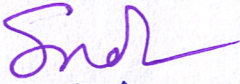
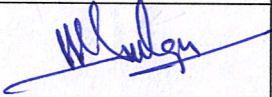
Signature of Staff \_\_\_\_\_

Comments of Approving Authority			
Date of Receipt		Decision Date	
Status :	ACCEPTED <input type="checkbox"/>	REJECTED <input type="checkbox"/>	PENDING <input type="checkbox"/>
Reasons:			
Name & Signature of Authority:			

## Amendment

As per the decision of the authority, this policy is amended on 20 July 2019. As per the amended in revenue sharing model, the member of faculties who undertake the consultancy under any of the category mentioned in this policy need to follow the revenue sharing model. New revenue sharing model is 90:10. The 10% amount of the consultancy fees will be retained by the institute and remaining 90% amount will be refunded to concerned member of faculty.

### Policy Approved By:

NAME	SIGNATURE	DATE
<b>Dr. Sudhir Fulzele,</b> (Director)		12-Jul-2016
<b>Dr. Mujahid Siddiqui</b> (In-Charge: Consultancy)		12-Jul-2016

Document Updates	Date
Policy Date	6-Nov-2013
First Revision	11-Apr-2014
Second Revision	7-May-2015
Third Revision	12-Jul-2016
Fourth Revision	10-Jun- 2019
Fifth Revision	9- Jan -2022

\*\*\*\*\*