



PML SD
Business
School
Chandigarh
[AICTE Approved]

CONSULTANCY SOP

PML SD Business School

28/01/2025

Director

PML SD Business School, Chandigarh

Consultancy

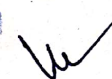
Standard Operating Procedures (SOPs)

INTRODUCTION

Consultancy is defined as 'the provision of expert advice, analysis and interpretation, which draws upon and applies the expertise and knowledge of B-school staff. PML SDBS recognizes that the consulting activities may be mutually beneficial to the faculty and the PML SDBS. The benefits include: enhancing the knowledge, expertise and experience of the faculty; assisting in creating awareness of real work conditions; opening and expanding of contacts and communications with other institutions, organization, industry, governmental agencies and other clients; and fostering of public service activities otherwise unavailable.

Thus, appropriate consulting activities enhance the professional development and reputation of faculty. This may result in improved teaching, research, and service. Hence, reasonable participation in consulting activities is encouraged. The rationale of this Policy is to provide guiding principles and procedures for undertaking consultancy services by faculty members of the PML SDBS. The Faculty Members of the PML SDBS are encouraged to undertake consultancy and other similar work provided it does not conflict with the interests of the PML SDBS. It is expected that consultancy will increase the professional and academic competence by way of stimulating research and scholarship besides applying knowledge for solving real life problems. This will further facilitate in enhancing their problems solving capacity and enrich the professional experience outside academia and research and increase the contribution of the PML SDBS to the society and the economy. It is also envisaged that such an activity will help in developing links between the PML SDBS and external organizations that in turn will be increasing opportunities for research and student recruitment and placement furthering the PML SDBS to achieve its mission of knowledge transfer to improve the local and regional economies. The policy will help in generating additional income for the Staff Member and increased funding for the PML SDBS.

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BROAD GUIDELINES

The faculty desirous of accepting consultancy work from any external agency should put up the Consultancy Proposal and details of Agreement and Standard Terms and Conditions of the proposed Contract to the Chair, Consultancy & to the Director PML SDBS. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and any other relevant information. Work on a consultancy project shall be undertaken only after the prior approval of the competent authority of the PML SDBS. Consultancy Rules and General Guidelines (which are subject to change from time to time) in this respect are given below.

THE POLICY

This Policy is governed by the following guiding principles:

- The consultancy must not be in conflict with the PML SDBS policies governing employment and code of conduct.
- It should not be in conflict with the functions, objectives or interests of the PML SDBS or damage the PML SDBS reputation.
- It should demonstrate benefit to the PML SDBS by way of income, enhanced reputation, and or increasing the expertise of the staff member.

CONSULTANCY SCOPE, RULES AND NORMS

SCOPE

- Consultancy Services may be offered to Industries, Service Sector, Govt. Departments, NGO's and other National and International agencies in niche areas of expertise available in the PML SDBS.

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- The services offered shall be along the lines of 'Professional Services' and will carry obligations and ethical requirements associated with such services, as indicated in the standard terms and conditions.

CONSULTANCY RULES & NORMS

- The responsibility for conduct of the project and the deliverables will lie with the Consultant Faculty-In-Charge.
- The consultancy cannot be at the cost of the duties of the said faculty member at the PML SDBS. Ideally, a faculty member is permitted to devote an average of 32 hours per month for all consultancy projects.
- The services of employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the PML SDBS.

COSTING OF CONSULTANCY PROJECTS

The consultancy project costing is based on the following component charges:

- Consultant Fees (CF): This will include charges for the time of the Institute.
- Charges for Faculty engaged in Consultancy Services : This refers to the charges payable to the employees of the Institute for their efforts in the execution of the project. The consultancy charges in general will be in the proportion of 80:10:10 for consultancy Team (80%), PML SDBS(10%) and an additional 10% for the faculty who gets the consultancy project. The revenue sharing split (80:10:10) will be the amount after applicability of the Goods & Service Tax.
- Government laws related to direct and indirect taxes will apply on the revenue generated through Consultancy work. Consultancy services are subject to Goods & Service Tax, at applicable rates.

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