



MDP

SOP

W 29/10/2025
PML SD Business School

Director

PML SD Business School, Chandigarh

MDP

Standard Operating Procedures (SOP)

General Guidelines for Organizing Management Development Programs (MDPs)

Academic staff are encouraged to design and organize MDPs. These programs help promote interactions with industry, facilitate research and development of the academicians, generate income, enhance competitiveness in rankings, and improve student placement.

Guidelines for Organizing MDPs*

1. **Eligibility:** All faculty members are encouraged to design and offer some programs with the support of the MDP & Consulting committee.
2. **Program Planning:** Faculty planning to organize an MDP must conceive and develop the program well in advance. The programs must have a defined duration (90 minutes, half-day, one day, or more, depending on the design), mode of delivery (online/hybrid/offline/on campus). The creative support from the social media team shall be available for every resource person to promote their program.
3. **Design and Finalization:** The program proposal must be submitted to the committee to co-create in consultation with the Chairperson & Director PML SDBS at least eight (8) weeks before the scheduled date.
4. **Program Report:** Upon successful completion of the scheduled program, the faculty assigned as the resource person must send a report to the Chairperson, MDP & Consulting. The report must include the objective of the program/workshop, outcomes, and the feedback received for the program.
5. **Billing:** The billing support shall be provided by the administrative office to receive timely payment from the client. Depending on the design, while some

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programs will be payable upon registration, others may be billable post-delivery. The bills must be raised immediately upon completion of the program and not later than 7 days. The terms of payment may be decided differently for each program.

6. **Revenue Sharing:** Revenue is defined as the total amount billed. The amount available to be shared will be the amount after all mandatory deductibles, i.e., the billed amount less tax and any costs (such as travel, food, space, and any other admin resources used) incurred by the institute for conducting the program. The sharing ratio of such an amount will be 10:90 (ten to ninety) between PML SD Business School and the resource person(s), respectively. If the client bears any of the travel or administrative costs, the corresponding full portion of the billed amount (after tax deduction) will be available to be shared between the institute and the resource person(s) in the above (10:90) ratio. The sharing between the resource person(s), in case of more than one, will be discussed and finalized based on mutual understanding. This will be subject to revision. The members of the faculty will be notified about any such change at least two (2) months before the effective date of any such change.
7. **Equipment and Accessories:** Necessary equipment/accessories required for the program would be arranged by the administrative office of the institute with support from the committee, provided all requirements are provided 7 days before the date of the program. The resource person is free to arrange any such material on their own and submit bills for accounting purposes and for the calculation of costs.

* The above guidelines are effective immediately. A separate SOP and guidelines will be circulated for the consulting work soon.

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