

<b>POLICY ON CONSULTANCY ASSIGNMENTS</b>		
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**Objective:** This policy aims to encourage creative application of various subject theories and research to solve real life issues at workplaces. It is about identifying a problem area and providing strategic and expert advice on possible solutions.

### Consultancy Assignments

All types of consultancy assignments delivered by the Institution with the support of faculty members have to be guided by the following principles:

- i) Each of the assignments should add value to the knowledge and experience of the faculty members involved as well as the reputation of the Institution. These should be translated into learnings in the classrooms.
- ii) The nature of assignments or delivery of the project should in no way clash with the core values or any of the terms included in the code of conduct policy of SCMS Group.
- iii) The institution will engage in only such research projects or assignments that uphold the values of research ethics and comply with the legal framework of the country.
- iv) No faculty member, during their tenure with SCMS will engage himself/herself in any assignment partly or full time, without the consent of the reporting authorities. In the unfortunate event of such an instance, the Institution reserves its rights to take necessary action deemed fit.
- v) The Principal Investigator of all assignments shall sign an indemnity cum confidentiality bond with the Institution, for the period from the start till completion and delivery of the assignment to the client. In the event of Principal Investigator leaving the assignment before completion, he/she will promise to indemnify the Institution an amount equivalent to the value of the assignment that has been initiated.
- vi) In the best interest of faculty members as well as to ensure the quality of assignment is maintained, each faculty member will be part of not more than two assignments at any point of time.

Consultancy assignments are broadly classified into two:

- A. Individual Sourced Assignments
- B. Institution Guided Assignments

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#### **A . Individual Sourced Assignments**

1. The individual sourced consultancy assignments are those initiated by the faculty member and delivered with the support of a team and infrastructure of the Institution.
2. The details of the assignment has to be submitted to the Group Director for adequate permissions and approvals prior to start of the assignment. This includes all details for quoting assignment deliverables, costing involved, pre-conditions, exemptions etc.
3. Principal Investigator has to prepare a budget listing the man-hours, expenses, machine usage etc. and submit the budget to the Head of Institution and Group Director.
4. All third party agreements will be vetted and signed by the competent authority of the management on behalf of the institution.
4. Once approved, the Principal Investigator will be given a choice to form the team who will deliver the assignment. The team should ideally constitute of faculty members of varied experience levels in order to enhance their consulting capabilities. The team constitution has to be approved by the Group Director and Head of Institution.
5. In case of Individual sourced assignments the surplus will be shared in the ratio **70:30 between the Principal Investigator and the Institution.**
6. All bills/expenses towards the assignment will be raised by the Institution and the Principal Investigator has to keep an account of the expenses incurred. These should be made available to the Finance team on a weekly basis.
7. Expenses will include all direct and indirect expenses incurred for the delivery of the assignment. These will include but not limiting to the following, depending on the nature of the assignment:
  - i) Manpower Costs depending on assignment delivery
  - ii) Physical services or utilities including internet, telephone, power/generator etc.
  - iii) Transportation, fuel reimbursements, if any
  - iv) Cost of printing stationary, purchase of raw material (if any)

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- v) Equipment usage depreciation/ replacement cost, depending on the need of the assignment.
- vi) Any other miscellaneous expenses incurred.

8. It is the responsibility of Principal Investigator to send weekly assignment progress report to the head of Institution and Group Director and update on any other critical developments regarding the assignment.
9. The surplus amount will be arrived at by the Finance team based on documents and inputs given by the Principal Investigator.
10. After allocating 30% to the Institution, the remaining 70% of surplus will be disbursed to the Principal Investigator. Further distribution of the amount among the team members will be allocated by the Principal Investigator based on individual contribution and is at the sole discretion of the Principal Investigator.
11. The institution will not be party to any disagreements or intervene in any claims with regard to the surplus allocated to the research team by the Principal Investigator.

#### **B. Institution Guided Assignments**

1. This includes assignments from the local/government bodies as well as private Institutions that are assigned to SCMS Group and are in turn facilitated by a group of nominated faculty members. One among them will be designated as the Principal Investigator till the completion of the assignment.
2. The Group Director and Head of Institution will nominate the faculty members to be assigned to the project, based on their expertise and capability to deliver the assignment.
3. The team along with the Principal investigator has to prepare a budget for the assignment which should include man-hours, expenses, utilities, equipment usage etc. and submit to the Group Director for approval.
4. All bills/expenses towards the assignment will be raised by SCMS and the Assignment Coordinator/ Principal Investigator has to keep an account of the expenses incurred. This should

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5. be produced to the Finance team on a weekly basis.
6. It is the responsibility of Principal Investigator to send weekly 'assignment progress report' to the Head of Institution and Group Director and also update them on any other critical developments regarding the assignment.
7. Expenses will include all direct and indirect expenses incurred for the delivery of the assignment. These will include but not limiting to the following, depending on the nature of the assignment:
  - i) Manpower Costs depending on assignment delivery.
  - ii) Physical services or utilities including internet, telephone, power/generator etc.
  - iii) Transportation, fuel reimbursements, if any
  - iv) Cost of printing stationary, purchase of raw material (if any)
  - v) Equipment usage depreciation/ replacement cost, depending on the need of the assignment.
  - vi) Any other miscellaneous expenses incurred.
8. The surplus amount will be arrived at by the Finance team taking into view the budget prepared and actual expenses incurred. Any details regarding expenses have to be furnished by the Principal Investigator.
9. Each team member will be allowed a share of the surplus, proportionate to the efforts and contribution towards delivering the assignment as approved by the Group Director.
10. The final approved amount will be credited to the individual faculty member's account. by the Finance team on completion of the assignment.