

## Policies for Consultancy and Management Development Programme (MDP)



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## **Management Development Program (MDP)**

JIM is a leader in providing working executives with learning opportunities through its wide range of MDPs. The MDPs are programmes offered to executives, officials, academicians, Government Departments, both public and private. The programmes are well designed on topical themes to create value for participants from diverse backgrounds. It has promised learning objectives using current and cutting-edge pedagogy leading to satisfactory participant experience, transfer of learning, meet expectation every time.

## **Consultancy**

Faculty works with a variety of industries to solve different types of business challenges and this variety of casework enhances their overall business judgment.

Develop realistic and practical solutions to client problems

Act in the clients' best interests at all times

Accept only those client engagements they are qualified to perform

Behave with integrity and professionalism at all times

Agree with the client in advance on the basis for their professional fees

The faculty will serve their clients with integrity, competence, objectivity, independence and professionalism.

Before accepting any engagement, a member will establish with the client realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.

The faculty will treat all confidential client information appropriately; will take reasonable steps to prevent access to confidential information by unauthorised people and will not take advantage of proprietary or privileged information, for use by the member or others, without the client's permission.

The faculty will respect the rights of consulting colleagues and consulting firms and will not use their proprietary information or methodologies without permission.

## **Source of Consultancy / MDP**

All consultancy or MDP requests, even those obtained by an individual faculty member through his/her own efforts, are to be channelled through the Director and will be in the name of the institute.

## **Nature of consultancy / MDP**

The nature of consultancy or MDP should be in keeping with JIM's objective and one's own area of specialization and should have a definite spill over effect on one's teaching, publication possibilities and faculty seminars. Consultancies should promote justices, major national interests and general economic efficiency.

MDP programme schedule, budget will be prepared by the faculty who conducts the MDP and submits to the Director for final approval

MDPs are custom-designed programmes, to address specific Learning and/or Corporate Training mandates from individual organisations. Under this format, courses are designed in collaboration with the client organisation, and scheduled at a mutually convenient date and venue.

Management Development Programme designed by the faculty in terms of pedagogy, duration, venue requirements, target participants, strength of the participants must be discussed with the Director

In case of customised long duration programmes a rolling plan of 3 months is prepared in terms of dates, modules and faculty allotted for the sessions

Programme dates, support required such as logistics support, Venue, Food and refreshments, handouts etc., should be communicated to Institute administration by MDP Chair

Programme feedback should be compulsorily collected, documented, analysed after every programme either in physical format or online and shared and the form to capture source of the participant, faculty feedback on various parameters, overall experience-food, ambiance and learning.

### **Acceptance of consultancy / MDP**

No consultancy or MDP should interfere with the following

- a) Class schedule
- b) Class preparation and
- c) Giving and returning of assignments, grades and other responsibilities, both academic and administrative
- d) Once a consultancy is accepted, it is the responsibilities of the consultant(s) to meet the deadlines and standards required by the client and the Institute. This is very important for the success of the consultancy and the good name of the Institute and its faculty.
- f) Periodic progress reports and final report should be given to the Director.
- g) The Faculty will accept only assignments for which the faculty has skills and knowledge to perform.
- h) The Faculty will maintain a fully professional approach in all dealings with the clients, the general public and fellow members.

### **Allocation of Consultancy or MDP**

The Director will allocate the consultancy or MDP opportunities among faculty members within the area, based on the nature and scope of the consultancy as well as the needs of the client.

If a specific request is made for a particular person for consultancy, that person may be allowed by the director to understand the consultancy after satisfying the Institute's internal requirements. However, individual consultants / Trainers should try to involve other relevant faculty members also in the consultancy or MDP. When the decision to understand consultancy or MDP has been taken, the Director may seek advice from the area concerned in regard to the persons to be involved in the consultancy or MDP.

### **Remuneration**

Sharing of the consulting or Training or professional fees will be 60% for the Institute and 40% for faculty. Costs include remuneration of the staff engaged in the work, overhead expenses, expenses for other infrastructure facilities and equipment, depreciation cost of equipment etc. used, and other opportunity costs. All other expenses will be charged to the Client.

When two or more members are involved in a consultancy or MDP Trainer or MDP organizer, the mode of sharing will be deciding at the time of initiation and /or as the consultancy or MDP proceeds. This will be done by the members themselves with consultation of Director. The distribution of the faculty share will normally be in proportion to each one's degree of involvement in the consultancy / MDP at all its stages. In special cases of consultancy work or in company programmes, the division of the remuneration between the Institute and the consultants may be different, as will be decided by mutual consultation before taking up the work.

### **Ceiling**

In a year, a faculty member should not exceed 40 days of consultancy or MDP assignments, However, under special circumstances, the ceiling may be extended with the specific approval of the Director.

### **Billing Procedure**

At the conclusion of the consultancy/ MDP programmes the faculty concerned will provide the details to the accounts office so that a bill may be sent in the name of the Institute to the company concerned. The Institute will dispense the amount due after receiving the payment. The billing strictly done through institute accounts only and done through Director and finance department of the institute.