



**Delhi Metropolitan Education**

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India



## **DME Consultancy Policy**

DME has an established consultancy policy and a centralized framework to regulate individual and organizational consultancy offers.

The Consultancy Policy encourages and facilitates faculty members to deliver knowledge inputs requested by industry, government agencies, or other academic/research groups. Academic Institutions use consultancy to share information and create an immediate influence on society. The Institute's interests are maintained while maintaining a balance between consultancy and regular academic requirements.

### **General Rules**

A faculty member can consult for 60 days per year.

All consultancy fees are paid to the institute account.

A faculty member's yearly consultancy income should not exceed his/her annual income.

The consultant work does not interfere with any faculty member's routine teaching/research activities.

The Institute decides on the administrative and equipment/instrument usage fees/overhead charges as a percentage of the overall fee of consultancy.

### **Consultancy can be undertaken by**

1. Individual/Group (Faculty or Staff member)
2. Department/School Consultancy

### **Types of Consultancy Projects:**

1. Research Projects
2. Training Consultancy
3. Advisory Consultancy

### **Income Distribution**

The distribution of consultancy amount will be likewise.

1. Regarding research projects or training consultancy, 80% of the total consultancy fee goes to faculty members/resource persons/group members and 20% fee goes to the Institute Development Fund in case of the use of the

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infrastructure/laboratories/library or any other physical resources of the institute.

2. Regarding research projects or training consultancy, 90% of the total consultancy fee goes to faculty members/resource persons/group members and 10% fee goes to the Institute Development Fund in the case of non-use of the infrastructure/laboratories/library or any other physical resources of the institute.
3. Regarding advisory consultancy, 95% of the total consultancy fee goes to faculty members/group members and 5% fee goes to the Institute Development Fund.
4. In the case of an outside faculty or expert collaborating in the consultancy, the terms of reference will be discussed and mutually agreed upon.
5. At any given point in time fee for Institute Development Fund will not be over and above 50% of the funds/grants received.

The income earned by any individual from consultancy will be taxable as per Govt. of India rules.

All financial transactions related to consultancy will be cashless through bank transfers to/from the appropriate institute account. The institute will make the appropriate payment to the consultancy provider and other experts/resource persons as per the rules.

### **Exclusions**

This consultancy policy does not apply to the activities intended for the furtherance of scholarship or general dissemination of knowledge or general enhancement of the intellectual level of society at large. Such activities, among others, would be:

- a. External examinership
- b. Lectures and conference presentations
- c. Editorship of academic journals or the publication of academic articles
- d. Royalties from authorship and publication of books
- e. Professional arts performances
- f. Charitable services
- g. Any other as decided by the Management

### **Conflict of Interest**

- a. Engagement in consultancies must not create any perceived or actual conflict of interest.
- b. Conflict of interest, if any, must be immediately reported to the Competent Authority.

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c. A conflict of interest shall be considered as a case where an employee engages in consultancy at the expense of the interests of the institute as defined in the Statute Book or Regulatory framework of the organization.

### **Dispute Redressal and Resolution**

All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the Competent Authority, whose decision will be final and binding. The Competent Authority may, at any point in time, call for amendment or revision of this policy document as deemed appropriate. Any violation of the above policy shall be dealt with as per institute rules and regulations.

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