

EXECUTIVE EDUCATION AND CONSULTANCY (EE&C)



11.1 Inhouse Faculty/ Staff Honorarium

Faculty/staff members delivering sessions during the EE&C organized by the institute will be eligible to receive honorarium payment as per the following table subject to fulfilling's of the required minimum work allotted in teaching.

Per Session (upto 90 mts) in Rs.	Per day in Rs.	Remarks	Specific Approval
2500	10000	Venue=Campus/ Off Campus	
For Program with Contribution > 30,000 per day		For Program with Contribution > 50,000 per day	
Per Session (upto 90 mts) in Rs.	Per day in Rs.	Per Session (upto 90 mts) in Rs.	Per day in Rs.
3000	12000	5000	20000

Conveyance Policy:

1. Institute's conveyance should be used as far as possible
2. Personal conveyance reimbursement as per TA/DA policy
3. Application based cabs may be used and reimbursed as per actuals.

11.2 Executive Education /MDP Projects outside the banner of Jaipuria

In special cases after due approval of the director/corporate office, upto 60% of contribution (income minus expenses) will be shared with the faculty and staff member(s) undertaking the Consultancy work, in the ratio to be approved by the campus Director.

- I. Faculty member shall accept assignment of conducting MDP in any other institution after a written approval of the Director/ Vice Chairman will be required for undertaking any such assignment. A faculty member, even when on leave, can accept any MDP session on prior approval of the Director of the Institute.
- II. 50% of revenue from external MDPs will be shared with institute.
- III. All the faculty members shall be required to submit the complete details of any outside MDP including the name of the institute with complete itinerary along with photocopy of the cheque received to the Directors office. This shall be forwarded to the accounts department for the further process.

- IV. The faculty members shall be treated on duty while participating in half/day long MDP programme outside the Institute subject to the condition that he/she meets his/her commitment in the Institute and obtains prior permission from the campus Director for the same.
- V. Eligibility for Director: The Director of each campus is responsible for organizing MDP on their respective campuses apart from the ones which the Central MDP team has been organizing. The Director of the campus are required to take prior written approval of the Vice Chairman before accepting any outside MDP and shall submit the complete details of payment received to the HR and accounts department of the Institute for further processing.

11.3 Consultancy and Other Assignments

Faculty/Staff is encouraged to undertake training, consultancy and sponsored research in policy, strategy and operational aspects of management in their field of interest both individually as well as together in a group.

The scope of consultancy and research activities shall include consulting (oral/written/both) report based, paid or sponsored research, lecture assignments outside the institute etc.

Rules for taking-up consultancy, and payment of honorarium

- i. Prior written permission of the Director is required before undertaking any such assignment. No such assignment be undertaken that requires any alteration in the work commitment in the institute. In case of Director, written permission of the Vice Chairman is required.
- ii. A faculty member, even when on leave, can accept any consultancy assignment only on prior approval of the Director of the Institute.
- iii. The faculty members shall be treated on duty while conducting consultancy assignment
- iv. One day per week i.e. 52 days per full year will be the maximum period available to faculty for undertaking such assignments. Any commitments of time of the one-half-day or more will be part of the 52 days limit.
- v. After deducting direct expenses, 50% of revenue from consultancy is to be shared with the institute.
- vi. All the faculty members shall be required to submit the complete details of any outside assignment including the name of the institute with complete itinerary along with photocopy of the cheque received to the Directors office.
- vii. While accepting any consultancy assignment, institutes revenue from consultancy should justify allocation of faculty resources.

11.4 Guest Lectures and Panel Discussions

- i. Prior written permission of the Director is required before undertaking any such assignment. No such assignment be undertaken

