





**TEERTHANKER**  
MAHAVEER UNIVERSITY





# **TEERTHANKER MAHAVEER UNIVERSITY MORADABAD**

## **Policy on Management Development Programme (MDP) and Consultancy**

(Approved by the Executive Council during its 19<sup>th</sup> meeting dated 12.06.2021)

## **Policy on Management Development Programme (M DP) and Consultancy**

### **1. Policy Statement:**

The policy on Management Development Programme and Consultancy is framed to contain the rules and regulations governing the activities pertaining to all Management Development Programmes, In-Company Training Programmes and Consultancy & Research Projects undertaken by the University solely or in collaboration with other individual groups or organizations.

### **2. Definitions/ Terms:**

- a. **University** means “Teerthanker Mahaveer University, Moradabad”.
- b. **College** shall mean a college of higher education established by the University.
- c. **Centre/ Institute** shall mean an academic centre/institution established by the University.
- d. **CM PD Committee** shall mean Consultancy & Management Development Committee which shall be constituted as prescribed to monitor the MDPs, In-company training programs and consultancy work in the University and ensure compliance of the provisions of the policy.
- e. **Policy** term used anywhere in this document shall refer to the Policy on Management Development Programme and Consultancy (MDP&C) as approved by the Executive Council.
- f. **Management Development Programme (M DP):**  
It refers to an educational programme designed and offered by the Centre/ Department/ College/ Faculty of the University, participation in which is open to more than one specific organization or a specific group of organizations.
- g. **In-Company Training Programme:**  
It refers to educational programme designed and offered by the Centre/ Department/ College/ Faculty of the University at the request of specific organization or a specific group of organizations.
- h. **Consultancy:**  
It refers to work or service, other than in-company training programme or MDP undertaken by the Centre/ Department/ College/ Faculty of the University at the instance of any outside agency (industry or other organizations)(within India and abroad) which results in net income to the University where-in the faculty members/staff/research staff provide knowledge and intellectual inputs to an outside agency, primarily for their purpose.

### **3. Scope/ Applicability of Policy:**



- a. The rules and regulations in this policy document shall apply to all Management Development Programmes, In-Company Training Programmes and Consultancy & Research projects undertaken by the University solely or in collaboration with other individuals, groups or organizations.
- b. These rules and regulations shall become effective from the date of notification this document and shall remain operative until repealed by the Authority. CMPD committee shall review these rules and regulations on the expiry of three years from the date of its notification.

#### **4. Management Development Programme (M DP):**

##### **4.1 Objective**

The primary objective of MDPs is to meet out the learning needs of the working managers/ academicians/ administrators in various sectors like industry, educational institutions, government organizations, NGOs, etc. by enhancing their knowledge and development of skills through these MDPs besides generating revenue for the University. These programmes must reinforce the post-graduate programmes being offered in terms of academic quality and content.

##### **4.2 Certification**

The certificate of participation upon successful completion of the MDP shall be awarded to the candidates who attend the programme with minimum 85% attendance. The certificate shall be signed by the Chairperson, CMPD committee and programme co-ordinator.

##### **4.3 Annual M DP Calendar**

The Annual calendar for MDPs shall be released by June 30 of every year before the commencement of the new academic session. Faculty members/ Centre/ Department/ college shall submit their proposals for their programmes to the CMPD committee by April 30 of every year for inclusion in the calendar. The CMPD committee shall finalize the calendar in consultation with the academic groups and faculty members.

##### **4.4 M DP in collaboration with other organizations**

Faculty members/ Centre/ Department/ college may submit the proposal for MDPs in collaboration with other organizations on reasonable terms and conditions. The

accounts for such collaborative programmes shall be maintained by the programme co-ordinator on behalf of the University. The programme co-ordinator shall ensure that such ventures do not incur losses. The approval of the Vice Chancellor on terms and conditions of such collaborative programmes shall be obtained before finalizing the collaborative MDPs. All such proposals will be routed through the Chairperson-MDP committee.

#### **4.5 Minimum Surplus to the University**

- a. No MDP will be offered if it fails to generate a surplus of Rs 25000/- to the University.
- b. The Vice Chancellor may relax this norm for new and innovative programmes upon the recommendation of the CMPD Committee.
- c. The CMPD office shall communicate to the programme co-ordinator about the number of participants registered for the MDP at least one week before the commencement of the MDP.
- d. The programme co-ordinator will cancel the MDP if three weeks before the commencement of the programme, the programme is expected not to generate surplus to the University as stated above. The programme co-ordinator shall inform and communicate to the CMPD office and concerned faculty members/participants.

#### **4.6 Admission of candidates for MDP**

- a. The CMPD office will acknowledge the receipt of candidates' application for the programme and confirm provisional admission. Programme co-ordinator will indicate the intake for the programme and eligibility criteria in the proposal.
- b. Admission will be confirmed upon receipt of the fee. If fee is not received by the last date of fee submission, the provisional admission will be cancelled.

#### **4.7 Postponement of MDP due to reasons other than Inadequate response**

- a. In situations like natural calamities, postal strike, transport (roadways/railways/airways) strike, law & order issues, the MDP may be postponed. Request for postponement should be forwarded to the Chairperson, MDP Committee.
- b. In condition of the postponement of MDP, it shall be the responsibility of the programme co-ordinator to ensure that all the concerned are informed about the postponement of the MDP.



#### **4.8 Programme Co-ordinator and faculty members for MDP**

- a. The programme co-ordinator shall be the full-time regular teaching staff of the University. In case of collaborative programmes, there shall be two programme co-ordinators, one from the University and another from the collaborating organization.
- b. The faculty members for MDP should be the full-time regular faculty of the University. In case of Guest Faculty, he/she should have a qualifications and relevant experience in the field of subject for which MDP is scheduled.

#### **4.9 Honorarium for Faculty**

- a. In case of MDP, the University faculty, guest faculty and the programme co-ordinator would share the net surplus of the programme in the ratio of 75:25 i.e 75% of the net surplus as calculated in the budget for MDP would go to the faculty members and 25% would go to the programme co-ordinator. The faculty members share would be based on the proportionate number of sessions handled by them. No honorarium shall be paid to the guest/visiting faculty members but they would be paid their proportionate share in the net surplus of the MDP.
- b. In case of an In-company programme, all the faculty members would be paid honorarium on hourly basis at the rate of Rs 2500 per hour. External faculty (e.g. Industry expert) will be paid honorarium at the rate of Rs 5000 per hour. Programme Co-ordinators will be paid honorarium for taking classes in the In-company programmes in addition to sharing the entire surplus of the programme.
- c. While designing the MDP, the faculty member/department/centre/college, must define its structure where-in details like the number of sessions and days and duration of each session should be clearly mentioned.
- d. "On duty Leave" shall be sanctioned to the faculty in case he/she is conducting In-Company training programme.

#### **4.10 Remuneration for Secretarial Assistance**

- a. The Programme secretary will receive the remuneration of Rs 400 per day for programmes upto the duration of 05 days. For programmes of more than 05 days duration, he/ she will be paid additional honorarium of Rs 200 per day for additional number of days. If there are more than one programme secretary, then the above amount shall be shared equally amongst the two.
- b. For programmes held at the University, the amount of Rs 200 per day will be paid as remuneration to office assistants (to be divided equally).



#### 4.11 Programme Fee

S.No.	Programme	Fee amount (INR) inclusive of 18% GST
1	MDP in residential mode	
2	MDP in non-residential mode	

#### 4.12 Refund of programme fee

Except in cases of cancellation or postponement of the programme, fee once received will not be refunded.

#### 4.13 Finalization of accounts

The final statement of income and expenses shall be prepared by the Accounts department of the University after 15 days of completion of a programme. Copies of the Statement shall be sent to the Vice Chancellor, Programme Co-ordinator and Chairperson-CM PD Committee.

#### 4.14 Accountability for the programme

The Programme Co-ordinator shall be accountable for the financial result and the quality of the programme.

#### 4.15 Copyright of the programme structure and course material

- The University and programme co-ordinator shall jointly hold the copyright of the programme structure and course material.
- The Programme co-ordinator shall submit the hard copy and soft copy of the course structure and course material specifically prepared for the programme to the CMPD office. The CMPD office shall submit a copy of the same to the Library for record.

  
(Aditya Sharma)  
Registrar

