



National Institute of Educational Planning and Administration

(Deemed to be University)

Consultancy & Resource Generation Policy of NIEPA

1. Preamble

In order to motivate faculty to share their knowledge and expertise for betterment of society and to strengthen institutional networking, the Institute shall promote consultancy services, both national and international, in educational planning and administration as well as related areas. The consultancy services of NIEPA may cover research, technical support, programme/ project evaluation studies, and other related activities in relevant areas with government and non government organisations in India and abroad.

2. Scope of Consultancy Services

The consultancy services of NIEPA may cover a variety of activities and shall include activities such as sponsored research material preparation, In-service training programmes, the use of different aids (Print material, audio-video aid, teleconferences), consultancies on staff development /human resource development, developing plans and strategies, IT, media and social awareness programmes, undertaking collaborative research, case studies, feasibility studies, programme/project/scheme evaluation studies, technology assessments, assessment of designs of educational administration, systematic changes, organisational designs, training of trainers, capacity building, turnkey projects of establishing institutions, policy planning, or any other activities related to NIEPA's mandate.

3. Activities not to be considered part of Consultancy

There are some activities which are undertaken by faculty such as chairing sessions in meetings, acting as an expert in meetings/ Lectures/ presentations in seminars and conferences on behalf of the Institute or on their own behalf shall not be considered part of this consultancy. The remuneration received on account of these activities shall not become part of consultancy.

Similarly, services, which may involve use of Institute's computational facilities / software / hardware and other technical, physical infrastructure for the benefit of students, researchers, scientists, faculty - outside or within NIEPA – for educational purposes and without profit motive shall not be the part of the policy on consultancy services.

4. Eligibility to Undertake Consultancy

Full time regular faculty, core researchers if any, of Departments / Centres / etc., who are employee

of the Institute, shall take up the consultancy work individually or collectively.

5. The Standard Operating Procedure

The following standard operating procedures shall be adopted for delivering institutional and individual consultancy services of NIEPA:

- A Committee for Consultancy & Resource (C&R) shall be established at NIEPA.
- The Committee shall be the nodal agency for any consultancy activity in the Institute.
- The Committee shall also be the custodian of all documents for consultancy.
- Any faculty, department or centre may initiate the ground work and explore such possibilities. After the basic ground work, it would be reported to C&R Committee.
- The C&R committee shall examine and put up the matter to the Vice-Chancellor, who may approve or seek approval from concerned statutory body, if need be.
- If a client approaches individual faculty member/ department for consultancy services, it may be put up for approval of the C&R Committee.
- Related payments shall be routed through the Registrar, NIEPA or through the concerned faculty to be managed by the Institute
- The payment received for consultancy shall be deposited by the faculty in bank account as per terms of the agreement in a separate budget head entitled C&R to be maintained at NIEPA.
- The concerned faculty will sign an undertaking with respect to time spent on the activity.

6. Financial, Leave and Academic Performance Rules

The following norms relating to financial management leave and academic performance of the faculty engaged in delivering consultancy services shall be adopted:

- 6.1 The payment received by the concerned faculty for delivering consultancy services equivalent to up to his/her one month's salary in a financial year shall be exempted from resource sharing by the Institute.
- 6.2 The payment/remuneration received by the faculty from such consultancy exceeding his/her one month's salary shall be deposited with the Institute. This amount, after deducting cost incurred in the execution of the consultancy activity, shall be shared between the faculty and NIEPA in the ratio of 60:40, i.e. 60% of the net consultancy fee (i.e. net of all expenses incurred in delivering the service) shall be paid to the faculty/staff who worked for the consultancy service and 40% shall be retained by the Institute. The Institute shall plough back the resources generated through consultancy services in augmenting facilities to improve infrastructure, IT and other facilities at NIEPA.
- 6.3 The fees from consultancy services of an individual faculty shall not exceed more than his/her total salary for six months in one financial year.
- 6.4 The C&R Committee shall develop a format of undertaking to be submitted by the faculty engaged in consultancy services. The faculty shall not undertake consultancy at the cost of

basic teaching and research function expected of him by the institute. However, academic leave and other types of leave due to the faculty can be availed to carry out consultancy assignments.

6.5 The faculty shall report the output of the consultancy assignment in the academic performance reports such as the performance appraisal report and annual reports of the Institute.