

INTERNATIONAL INSTITUTE OF HEALTH MANAGEMENT RESEARCH, NEW DELHI

RULES OF INDIVIDUAL CONSULTANCY FOR FACULTY MEMBERS

**1. GENERAL:**

- 1.1 Consulting facility is allowed to the faculty only.
- 1.2 In the exercise of this faculty, the individual will conduct herself/himself in a manner befitting a faculty member of the Institute.
- 1.3 The faculty member's primary obligation is to the Institute and it is expected that she/he will not, in any way, financially or otherwise, transgress the spirit on which the consulting privilege rests.
- 1.4 There may be occasions where judgment will have to be made whether a particular activity could be regarded as consulting or otherwise. To avoid unnecessary, a faculty member participating in any activity involving any kind of payment from another organization or agency must secure Director's approval in advance.
- 1.5 Director's decision in all matters relating consulting or interpretation of these rules will be final.

**2. PERMISSION TO UNDERTAKE CONSULTING:**

- 2.1 All consulting is done in the name of the Institute and the Director's permission in writing is required for every project. This is so whether a client's initial approach is to an individual or to the Institute.
- 2.2 If directly approached by clients, individual faculty should not commit themselves orally or in writing until the Director's explicit permission has been obtained. The director has the authority to refuse permission; even though the exercise of this authority may be rare.
- 2.3 In all cases of assignments involving financial income for professional work, the faculty members will apply to the Director on the prescribed form.
- 2.4 With regard to the faculty members working with other consultants or consulting agencies, there should not, prima-facia, be any conflict of interest.
- 2.5 Institutional tasks should get priority attention. The opportunity cost affective the institutional tasks should be kept in view while accepting/sanctioning consulting projects.

**3. CONSULTING TIME:**

- 3.1 The consulting time allowed for each faculty member per annum is 30 days including vacation, holidays and paid leave. The consulting time for a faculty member being on the pay roll less than a year would be prorating reduced. Unutilized days in a particular year cannot be carried over to the next year.
- 3.2 The accounting year for this activity will be the April 1-March 31.

**4. CHOICE OF CONSULTING:**

- 4.1 The Director, in considering proposal, will normally look at its importance and relevance To the work of the Institute and the consultant's area of specialization. The nature of the problem and the time involved, and its implication for the consultant-client relationship.
- 4.2 Consulting arrangements, which generally are without problem or time definition, or accredit a faculty member as consultant to an organization on a retainer bases, will be discouraged. Similarly, teaching/training cannot be interpreted as consultancy.

**5. INSTITUTE ASSISTANCE:**

- 5.1 The Institute will, subject to its commitments, resources and convenience, provide assistance to faculty involved in consulting. The major types of assistance will be in the form of research and secretarial assistance and materials.
- 5.2 Staff employed full time on consulting project will also be subject to Institute rules applicable to research, secretarial and other staff as the case may be. Their terms must be approved by the Institute.
- 5.3 For staff working on consulting projects, special honoraria and such other deviations from Institute rules are not permitted.
- 5.4 In the case of all staff assisting in consulting work, the supervising faculty member is responsible to the Director for their proper conduct.
- 5.5 For staff engaged full time on consulting, the Institute may not be able to provide supporting facilities (space, furniture, equipment etc.). This should be checked at the outset and financial provisions made in the consulting proposal as a part of direct expenses.
- 5.6 Teaching and project research take precedence over consulting in the use of Institute's human, financial and physical facilities.

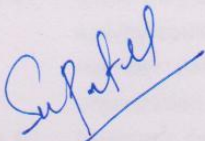
**6. BUDGET:**

- 6.1 The budgeting of consulting proposals will have four components:
  - a) Consulting fees
  - b) Direct expense
  - c) Institute assistance (research, clerical, material etc.)
  - d) Institute support (overheads)
- 6.2 Consulting fee below Rs. 4000/- a day should not be accepted unless in deserving cases. Director may permit lower or higher rate in certain cases of assignments.
- 6.3 The consulting fees are shared between the faculty member and the Institute in the proportion of two-third and one-third respectively. In case of assignments where overheads are not separately indicated, the bases of sharing would be half and half.
- 6.4 Direct expenses include cost of research, travel and living expenses on tour. TA/DA should be according the Institute rules unless the Director's permission is obtained for deviations. Alternatively, the client may pay the consultant daily expenses on actual as per the formers rules. In that case an estimate of such expenses may be included in the budget.

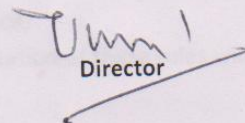
**7. ACCOUNTING AND REPORTING SYSTEM:**

- 7.1 A copy of every coasted proposal should be submitted to the Director together with the prescribed form.

- 7.2 A copy of the letter of agreement between the client and the faculty member should also be sent to the Director.
- 7.3 All cheque should be made out in the name of the Institute. Direct recoverable expenses such as daily expenses may be settled directly with the client.
- 7.4 A copy of all project reports should be submitted to the Director.
- 7.5 The faculty member is responsible for recoveries.
- 7.6 Wherever possible advances from the client should be requested, to cover current expenses.
- 7.7 In deserving cases the director may waive in part or whole certain assistance or support charges which otherwise would be recovered from the client organization by the Institute.



Research Cell In-charge

  
Director

**Copy to:**

Senior Administration Officer

Accountant