Policy for Training/Testing
&
Management Development Program

Prepared By

Research and Development Cell

Ganga Institute of Technology and Management, Kablana (Jhajjar)
Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of UGC Act, 1956

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Training/Testing
&
Management Development Program

DEFINITION

The work involves Professionals from the Institute providing expert advice and solutions to an external entity through training, testing, or project work, in exchange for financial compensation.
Management Development Programs are structured initiatives designed to improve the capabilities and skills of personnel working for the organization.

OBJECTIVE

The Management Development Program aims to empower participants' skills through training and improve management attributes in managing organizational challenges.

ELIGIBILITY

These assignments can be undertaken by full-time academic staff members of all the departments. Any Academic staff member who undertakes training/testing/Project work-related assignments may be referred to the Principal Consultant.

NORMS

1. All projects are required to get prior approval from designated authorities.
2. The Institute will provide necessary administrative support, whereas the Research/Project team will be fully responsible for the conduct of the project and deliverables.
3. Ideally, a faculty member is permitted an average of 8 hours (equivalent to 1 working day) per week for all Research/Project work during a semester.
4. All the staff members engaged must adhere to ethical standards, avoiding conflicts of interest and also ensure confidentiality.
5. Proper Budgeting, documentation, timely reporting and transparent financial arrangements are mandatory for all such activities.
6. The sponsoring agency or client must pay all expenses including service tax of the project work.

GUIDELINES

1. All the staff members shall offer their services to client, only upon prior approval from the Head of the Department and permission from the Director of the Institute.
2. The staff members engaged in research, projects, or testing activities should propose tentative completion date. Furthermore if any extension in the timeline is required approval from the Authorities of the Client and Head of the Institute be obtained.
3. Assigned work should not compromise with their primary teaching and administrative responsibilities, of the Institute.
4. Regular employees can be utilized for consulting projects without compromising other responsibilities.
5. These projects are initiated after requests or discussions from industry, which are managed by the R&D Cell, and assigned based on expertise and commitments under HOD guidance.
6. Clear financial agreements, including compensation for training/testing/Project work, should be

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made in advance. All financial transactions must be transparent.

7. A member shall be limited to providing Research/Project work for a maximum of three to four months in a financial year.
8. If a project enquiry/request is received directly by the academic member, he/she shall bring it to the notice of the HOD and Director before proceeding further.
9. The revenue generated from training, testing, or project work will be allocated 80% to the Research/Project team members and 20% to the Institute. In special circumstances, the ultimate decision in this matter will rest with higher authorities.
10. TDS will be applicable on training/testing/Project work, as per the government policy.

DURATION

The duration of projects and Management Development Programs will vary based on the nature and complexity of the engagement. Clear timelines and milestones should be established at the commencement of each project.

ANNEXURE I: STANDARD TERMS AND CONDITIONS

DECLARATION: All work undertaken by Ganga Institute of Technology and Management as part of the project will be in good faith in Letter & spirit.

CONFIDENTIALITY: The Institute pledges to uphold the confidentiality clause of its clients and will steadfastly refrain from divulging any sensitive information.

REPORTS: Any test or other report given by GITAM will be based on work performed according to available standards and / or open domain literature. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from the Institute. The Institute reserves the right to retain one copy of the report and use the results of the project for its internal teaching and joint research and publication purposes.

WORK PERFORMANCE: Every effort should be made to complete the specified work according to the planned time schedule. However, GITAM will not be held responsible for delays caused beyond its reasonable control.

CONFLICT OF INTEREST: GITAM may take up work for other Clients also in the same area, provided, to the best of the Institute's knowledge, there is no conflict of interest in undertaking such projects.

PAYMENT: Before the start of the project, the payment of cost items captured in the proposal to GITAM, are to be made in advance or after the completion of the project or by mutual consent.

TERMINATION: The project work may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.

LIABILITY: GITAM shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control.

INTELLECTUAL PROPERTY RIGHTS: During the execution of assignment, it is the responsibility of principal coordinator to be aware about the generation of Intellectual property.

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RESOLUTION OF DISPUTES: Any disputes arising out of the project shall be amicably settled by the Institute and the Client.

CERTIFICATION

In special cases, a principal coordinator can share details like, upon testing a particular sample, on a given date, following result was captured. However, the principal coordinator cannot issue a certificate at his own discretion but has to take prior approval from the authorities. A principal coordinator is not authorized to provide certification in any form.

REVIEW AND AMENDMENTS

This policy will be reviewed periodically as and when required, to ensure its relevance and effectiveness. Amendments may be made to address emerging needs or changes required.

Ganga Institute of Technology and Management are committed to upholding the highest standards of professionalism and continuous improvement through this Policy.

Prepared by:
Coordinator –RDC

Ganga Institute of Technology and Management
DIRECTOR
Kablana, Jhajjar

Approved/ Not approved
Director

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ANNEXURE II: FEES DISTRIBUTION PROPOSAL

Date:

1. Name of the Coordinators (i)…….. (ii)……..

   (iii)…….. (iv)……..

2. Department(s):

3. Laboratory &Department(s)/undertaking the work:

4. Client Name:

5. Approval Date:

6. Total amount paid by the client:

7. Payment distribution as per proposal:
   a. Total amount for the project:
   b. TDS amount (10%),If any:
   c. Total amount received by Institute after TDS:
   d. GST if applicable:
   e. Total honorarium paid to Coordinators:
   f. Other Expenses (if any):
   g. Institute Overhead Charges(IOC):

   Balance Amount (if any):

8. Referral Fees if applicable:
   (Institute overhead = TDS amount + Amount left after paying to the Coordinators & referral)

Enclosure:

a. Details of the expenditures incurred.
b. Technical report duly signed by Principal Coordinators and Client.
c. Account statement of the amount paid to Coordinators of the Project.

Principal Coordinator(s) **Head of the Department** **Director**

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