

**ELEMENTS OF ESTIMATE & ITS DISTRIBUTION**  
**MDP & Consulting Practice**

No.	Particulars	Rate Structure	Remarks
1	<b>DIRECTION EXPENSES</b> a External Faculty Member b Stationery & alid -Kit, pamphlet, brochure, printing etc. -Photocopy -Postage & mailing etc. c Logistic &Transportation -Lodging -Boarding -Transportation etc. d. -Venue facility e Any other	Actual.	The supervision charges shall be @15 %. 33% of the supervision charges towards items(b,) and (c,d if it is not of PDPU) to be distributed to the directly involved staff.
2	<b>Program Design &amp; Overall Control</b>	<b>First time program launched</b> Rs.18000 for program up to 3 days. Rs.2000 for every additional day. With ceiling of Rs. 30,000 <b>Repeated program</b> Rs.5000 for program up to 3 days. Rs.500 for every additional day With ceiling of Rs. 10,000	Estimated at 3 man days of Sr. (@ Rs.4000) & Jr.(@Rs.2000) faculties  This is to incorporate modifications based on feed back / experience
3	<b>Lecture Delivery</b> a Professor / Associate Prof.. b Assistant Professor / Lecturer	Rs.2000 per Hr.  Rs.1200 per Hr.	The higher rate is proposed considering that this lecture require more preparation time, creativity and reference. It includes preparation of assignment / test and evaluation
4	<b>Program Management</b> a <b>Planning,organisation etc.</b> b <b>Day to day management</b> Program Manager Assistant	3% of items (1 to 3)  Rs.800 / day Rs.400 / day	There are many essential activities proceed actual program e.g. planning, internal & external liaison, proposal For effective implementation during the delivery of They have to look after smooth running of program, coordinate logistic and record & report deviation etc.
5	Honorarium to indirect Support other than covered in 1 above Staff	1.5% of item No.( 1 To 3)	The basis / rationale will be decided later



No.	Particulars	Rate Structure	Remarks
6	<b>PDPU Overheads</b>		
a	Direct Expenses Item 1	15%	Supervision Charges as per item 1 above quote effectively
b	Other Expenses Items 3 To 5	25% For first 5 lacs (*) 30% For next 5 lacs. 40% For next 10 lacs. 50% For above 20 lacs.	
c	Flat Overhead for Consulting Assignments Only	30% of the Net Fees (Gross Fees less Service Tax)	
7	Surplus	On case to case basis	
8	Services Tax / Other applicable tax		
	<b>TOTAL COST</b>	<b>SUM OF ITEM 1 TO 8</b>	

This cost sheet follows a two-page note given separately herewith starting with Page no. 2.



**General**

In any case all the expenses are to be incurred from the revenue receipt only.

Any monetary disbursement to the faculty and staff members of the University &/or to the third party after accounting for the University Overheads will be decided by the concerned School Director/s in consultation with the stake holders of the project, except specified separately in the policy . The statement/s of disbursement/s shall contain the specific name/s of the beneficiaries and corresponding amount to be disbursed. The policy will be reviewable periodically but at least every year.

Any surplus shall have to be deposited to the University.

**APPROPRIATION OF SURPLUS**

Item No. (7) in the cost structure represents the opportunity or brand value cost. This income is in addition to the overhead envisaged. This is partly due to initiatives taken by the school in executing and marketing the program effectively. In order to encourage this initiative further it is proposed to share this surplus (item No. 7) estimates are as under;

- a) 15% - School Development Fund
- b) 25% - Marketing and sales promotion
- c) 60% - Institution. The fund is to be kept separately

The school development fund is expected to be used for professional development or for books and such other purposes. It is not to be used for remuneration / honorarium to any individual. The fund will be managed by three person committee of the school.

**Note:**

1. The total hours put up by faculty in a year for MDP + consulting hrs should not exceed 400 hrs (50 days) or remuneration shall not exceed 30% of the annual salary (deleted excluding HRA and allowances) of the respective year whichever is lower to ensure focus for assigned curriculum. However DG may relax the limit of 400 hrs if the additional hours are during holidays on case to case basis.



2. The distribution to support staff shall be decided in due course after consulting the respective personnel.
3. The efforts of evaluation of assignments/presentations of projects, as part of the program, is covered in the charges for delivery of lecture.
4. Proper accounting of the expenditure should be introduced to enable to workout correct cost of the program.
5. The hostel charges, if accommodation is provided should be decided and considered in the cost estimate.

**Consultancy Assignment:**

1. As regards consultancy assignment it was decided that the cost estimate should have following parameters of costs
  - a) Direct Expenses : will have similar subheads as that in MDP
  - b) Cost of internal consultant / faculty
  - c) Honorarium to indirect support staff
  - d) Cost of Usage of PDPU facilities (lab equipments etc.)
  - e) PDPU Overhead
  - f) Service and other applicable taxes
2. The efforts of the faculties should be charged based on time expected to be spent and contribution to achieve assigned objective (deliverable).
2. All the proposals shall be submitted in the format to be prescribed for the purpose and should be vetted / approved by the authority / committee constituted for the purpose.
3. Separate account shall be maintained for each assignment.
4. If the laboratory / equipment of PDPU are to be used for the assignment, the cost of such usage should be accounted in the cost estimates.
5. The PDPU overhead will be flat 30% on the total estimated cost before taxes.
6. This is a provisional arrangement and is subject to review/ modifications as and when required.

