



STANDING OPERATING PROCEDURE (SOP)
FOR ALLOCATION AND DISTRIBUTION OF MONEY RECEIVED AS
PAYMENT AGAINST INSTITUTIONAL SUPPORT BY THIRD PARTY

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMT),
GREATER NOIDA
2017

BACKGROUND

1. During NAAC accreditation, the Institute scored lowest marks in the category of research, consultancy and industry interface (as attached 'A'). Post 2015, the institute constantly made an effort to strengthen its association with industry through guest sessions, alumni interface, consultancy and MDPs.

INTRODUCTION

2. In continuation to above, The Institute has a state of art infrastructure with all modern facilities which can be further utilized to build better associations with corporate and conduct additional programme, towards 100% capacity utilization and score better in accreditations.
3. As a result, the Institute has initiated various MoUs/ MoAs with Corporate houses, Government departments and other financial institutions wherein Institute has offered its institutional support to the signing party for conduct of their trainings and other programme in its premises on mutually agreed upon cost. Thus there is a need to lay down the allocation and distribution of money received as payment.
4. In the view of above mentioned point, Axis Bank in march 2016, was seeking proposal from education Institutes for conduct of their training programmes, being a regular recruiter at AIMT. The Institute forwarded its expression of interest (EoI). After repeated discussions and visits, the proposal finalized in mutually beneficial manner, duly signed and represented by both parties as Memorandum of Understanding (MoU) as attached 'B'

OBJECTIVE

5. The objective of this SOP is to lay down the following :-

- (a) Identify the institutional support specifically related to infrastructural facilities which can be offered to third party.
- (b) Procedure of allotment of infrastructural facilities and spaces to ensure proper capacity utilization.
- (c) Allocation and distribution of money received as payment.
- (d) Handing/taking over of capacity.
- (e) Repair and maintenance and its responsibility.
- (f) Conduct and review

IDENTIFICATION OF INFRASTRUCTURAL FACILITIES TO BE OFFERED TO THIRD PARTY

4. The following infrastructural support is identified to be offered to third party as a part of Expression of Interest (EoI) under any MoU or MoA, if such category of requirement occurs:-

Facilities	Existing
Campus area	15.4 Acres
Class rooms	6
Laboratories	3
Seminar Halls	1
Conference Room (35 seating capacity)	1
Auditorium	1
Welcome Room	1
Hostels (Capacity to accommodate 500 students)	1 (Girls and Boys each)
Library (three sections – Reading, Reference and Digital)	1
Guest Rooms (Twin sharing basis)	8
Amphitheatre	1
Cafeteria	1
Sports Facility (Football ground and Basket ball ground)	1
Open Spaces	2

PROCEDURE OF ALLOTMENT OF INFRASTRUCTURAL SUPPORT

5. The offering or allotment of infrastructural support to any third party is subject to its availability.

(a) A proposal seeking such support must be received from a competent authorized or designated representative of the organization.

(b) On the basis of an inhouse discussion between Head of the Institute and Management, the proposal must be accepted or rejected.

(c) On acceptance of proposal, an Expression of Interest (EoI) must be sent by Institute representative to the organization, stating all the available facilities alongwith commercials.

(d) On approval of interest by the authorities, a competent authorized or designated representative of the organization must visit the Campus.

(e) Before entering into written agreement, Head of the Institute, Representative from HQ, Chairman/ Patron, Faculty representative, Registrar and Authorized representative from organization/ company, must meet and workout the modalities.

(f) Finally, A Memorandum of Understanding (MoU) will be signed between the Heads of both organizations and designated individuals, with mutually acceptable terms and conditions of the agreement.

(g) A Inhouse committee comprising Registrar, Faculty representative (Preferably one male and one female), Hostel Wardens (Boys and Girls), Estate Supervisor and Runners must be identified to carry out the responsibility of coordination any such programme smoothly. The size of committee may vary on the nature and scope of work.

6. All such assignments must be considered after the approval from Management, depending upon the availability of institutional support in the form of infrastructure, additional services, Faculty and Staff support.

ALLOCATION AND DISTRIBUTION OF MONEY RECEIVED AS PAYMENT

7. The amount received as payment, on completion of any such programme, must be distributed in following ways (as elucidated with illustration in 'C') :-

(a) In first year, no expenses except for initial infrastructure cost and AC. After deduction of expenses and tax, 10% of balance available will be distributed as Honorarium to Faculty and Staff for every programme (as approved in IMC dated in 08 Aug 2017). As per following:

(a.a) 70% of above, will be distributed among Director, Program Director and Faculty Coordinator equally. Faculty coordinator will be on rotation basis.

S. No.	Category	Percentage Share*
1.	Director	33.33% (1/3)
2.	Program Director	33.33% (1/3)
3.	Faculty Coordinator	33.33% (1/3)

* Out of 70% of 10%, as mentioned above in clause (a) & (a.a)

(a.b) 30% of above, will be distributed amongst Non teaching staff including Registrar, ES, Warden, Accountant, Lab Assistant, Runners and additional staff required. Accountant, Runner and Lab assistant must be on rotation basis.

S. No.	Category	Percentage Share*
1.	Registrar	30%
2.	Estate Supervisor	7.5%
3.	Warden	7.5%
4.	Lab Assistant	7.5%
5.	Accountant	7.5%
6.	Runners (3 at a time)	30% (10% each)
7.	Additional staff (as and when required) Plumber, Electrician, Carpenter etc.	10%

*Out of 30% of 10%, as mentioned above in clause (a) & (a.a)

(b) From second year onwards, Surplus after distribution as mentioned above in clause (a.a) & (a.b), following shall be the allocation of funds

(b.a) 30% in Student Skill Development, 30% in Faculty Development Fund and Welfare Fund, 20% contingency fund in MDP account itself and remaining 20% for amortization of capital expenses. All the payments to outsourced services and staff for their support will be released only after receiving such payments.

8. Any additional cost incurred specific to Axis Bank will be taken care from Axis Bank only.

9. Any support extended or expenses borne by AIE for Axis Bank, in the form of infrastructure/staff/facility, will be paid, on pro rata basis. All the expenses incurred by AIE in procurement of any inventory or maintenance of infrastructure for Axis, will be directly paid, by raising a bill mentioning a separate category on name of AIE. In case of any additional assistance provided by AIE in the form of staff or faculty, the same amount of honorarium as decided in clause 7, will be paid.

HANDING/TAKING OVER OF CAPACITY

10. During such programme, utmost level of cooperation and coordination is required among staff and faculty of both the Institutions.

11. The allocation of resources and distribution of money will be in alignment to the nature and scope of work undertaken by both Institutes.

12. A separate committee will be constituted. As discussed and approved in IMC dated 08 Aug 2017 (as attached 'D') in the presence of Director Colleges, HQ AWES, Additional Director AWES, HQ Delhi Area, in principle, has approved a committee consisting of Director, Programme Incharge, Faculty Coordinator (rotation basis), Estate Supervisor, Registrar, Warden and 3 runners.

13. In the course all such programme, at least one Registrar and one Estate Supervisor of either Institute must be available.

REPAIR AND MAINTENANCE AND ITS RESPONSIBILITY

14. As decided in IMC, allocation of resources and division of infrastructure among AIMT and AIE, repair and maintenance of the infrastructure will be separately taken care by both the Institutes accordingly.

CONDUCT AND REVIEW

15. Once MoU is signed with the Institute, the conduct and review must be in following ways:-

- (a) Identify Inhouse Committee to conduct and review the activities.
- (b) Discussion on allocation of duties, division of task and responsibility.
- (c) Preparation of infrastructure support (especially training rooms, computer lab, rooms and messing), procurement of inventory and detailing of task.
- (d) On arrival, registration desk will handover rooms with required stationery, feedback form, checklist of items in the room and issue a temporary I-card.
- (e) The committee will ensure the smooth conduct of programme, coordination with other academic events of AIE/AIMT and availability of all required support.
- (f) On last day of programme, Institute shall raise the invoice of cost incurred during the programme.
- (g) After payment received, allocation of funds must be made as mentioned in para7.
- (h) At the time of departure, feedback form, room keys, checklist of items left in room and I-card holders will be retained from all participants.
- (i) On the basis of feedback received, in the end of all such programme, a review on conduct and scope of improvement must be discussed and implemented in future.

LEGALITY OF MDP AND TAX PAYMENT

16. A separate account with the name 'MDP Account' must be opened and that must be operated separately from the mainstream account. Since the Institute is exempted under Sec 10 (23 AA), a separate income tax must be paid on income generated under MDP. The income tax will be estimated on the value of asset procured or purchased or restored to such task.

SOP No: AIMT/____/SOP

Dated: 21st Nov 2017

Distr :-

HQ Delhi Area
(AWES Cell)
Delhi Cantt-10
AIE, Greater Noida

Annexure 'C'

Illustration explaining para 7:-

(a) Assuming Total Payment received – Rs 10,000/-

(b) Total Expenditure – Rs 5,000/-

(c) Total balance left = (a)-(b)
= 10,000-5,000
= Rs 5,000/-

(d) Income Tax (approx. 30%) = (c)x.3 = 5,000/- x .3 = 1,500/-
= (c) – (d) = 5000 – 1500 = Rs 3,500/-

(e) Total Amount to be distributed as honorarium = 10% of (d)
= 3,500x.10 = Rs 350/-

(f) Honorarium

Faculty - 70% of (e)= Rs 245/-	Staff-30% of (e) = Rs 105/-
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