

 ATMIYA UNIVERSITY	NAAC – Cycle – 1 AISHE: U-0967	
	Criterion-3	R,I & E
	KI 3.1	M 3.1.1

3.1.1	The institution's Research facilities are frequently updated and there are well defined policy for promotion of research which is uploaded on the institutional website and implemented
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Consultancy Policy



Registrar
Atmiya University
Rajkot





ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Consultancy Policy

Atmiya University encourages faculty and staff to engage in consultancy work as a means of fostering industry collaboration, knowledge exchange, and institutional growth. The consultancy policy ensures proper planning, execution, and financial management, adhering to transparency and accountability standards.

Procedures for Conducting Consultancy Work

A. Step-by-Step Procedure

1. Planning & Permission (Ideally One Month Before Activity)

a. Covering Permission Letter:

- Addressed to the Vice Chancellor.
- Includes comments by the HoD and Dean of Faculty.
- Verified by the Deputy Registrar/Registrar.
- Specifies whether the consultancy was brought by or conceived by the faculty/university.

b. Concept Note of Consultancy Activity:

- Details of how the contact was established (faculty/university).
- Title of the consultancy.
- Name and address of the client organization.
- Consultant and co-consultant names, designations, and departments.
- Liaison officer's details from the client organization.
- Defined need and scope of work as per the client's requirements.
- Project duration, approved by the client organization.
- Consultancy amount and payment terms.
- Expected outcomes.

c. Consultancy Proposal with Schedule:

- Overview of the consultancy activity.
- Major goals and deliverables.
- Planned strategy toward completion.
- Roles and responsibilities of team members.
- Start and completion dates.
- Any additional details.





d. Budget Proposal:

- Submitted as per format AU/SP/CW-I.

2. Post-Activity Submissions (Within Two Weeks of Completion)

- Final Report of Consultancy Activity.
- Actual income and expenditure statements (Format AU/SP/CW-II).
- Copy of the report submitted to the client organization.
- Checklist of submissions (Format AU/SP/CW-III).
- Covering letter including all enclosures from Steps 1 and 2.

Financial Management by Finance Section

1. Income and Expenditure Submission:

- The consultant submits the actual income and expenditure statement (AU/SP/CW-II) within two weeks of project completion.

2. Verification and Fund Distribution:

- Verified statements are processed and funds are distributed into different accounts within 10 days of receiving all documents.

a. Sharing Guidelines:

- If contact brought by/conceived by faculty and coordinated by the faculty with department support:
 - University: 40% | Individual: 60%
- If contact brought by/conceived by the university and coordinated by the faculty with department support:
 - University: 60% | Individual: 40%

b. Account Management:

- Separate heads of accounts:
 - "Consultancy – University."
 - "Consultancy – Individual."
- Individual accounts reflect credits and debits for consultancy income and transferred amounts.

3. Timely Transactions:

Transfers are processed within 10 days of document submission.





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4. Audited Reports:

- All consultancy-related transactions are reflected under “Consultancy Policy Accounts” in the annual audited financial statements.

5. Use of Funds:

- Utilization details of funds under “Consultancy Policy – University” are maintained and reported separately.



+91 281 2563445

admin@atmiyauni.ac.in

www.atmiyauni.ac.in

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Rajkot**

Atmiya University, Rajkot-Gujarat-India



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Format - AU/SP/CW-I

Conducting Consultancy Work
Budget Proposal

S. No.	Particulars	Projected Income (M) Rs.		Projected Expenditure (N) Rs.		Balance Rs. (O)
		Details	Total	Details	Total	
A	Income/Sponsor					
A1	Consultancy Amount			--	--	--
A2	Other (specify)			--	--	--
	Total A					--
B	Recurring Expenses					--
B1	Equipment other than computer and related (list with justification in Annexure)	--	--			--
B2	Computer and related items (list with justification in Annexure)	--	--			--
B3	Others (specify)	--	--			--
	Total B	--	--			--
C	Recurring Expenses					--
C1	Field / Research /Technical Assistant _____ nos x Rs _____ p.m	--	--			--
C2	Consumables	--	--			--
C3	TA & DA	--	--			--
C4	Contingency Expenses	--	--			--
C5	Stationary & Report	--	--			--
C6	Overhead Charges (5 to 15 %) on total expenses	--	--			--
C7	Consultancy Honorarium	--	--			--
C8	Co-Consultancy Honorarium	--	--			--
C9	Others (specify)	--	--			--
	Total C	--	--			--
D	Projected Balance {A-(B+C)}	--	--	--	--	--



[Handwritten Signature]

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Atmiya University, Rajkot-Gujarat-India



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Name and Signature:

Consultant

Co-Consultant

Proposed by
Faculty Member

Verified &
Comments by
HoD

Comments by
Dean

Verified by Dy.
Registrar

Approved by
Vice Chancellor

Signature with
Date
Name:

Signature with
Date
Name:

Signature with
Date
Name:

Signature with
Date
Name:

Signature with
Date
Name:



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ATMIYA UNIVERSITY

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Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Format - AU/SP/CW-II

Conducting Consultancy Work Income & Expenditure Statement

1. Consultancy Title:
2. Conceived by:
3. Department & Faculty:
4. Name of Consultant:
5. Name of Co-Consultant:
6. Name of client organization:
7. Bank details of Consultant
 - a. Name:
 - b. Bank Name:
 - c. Bank Account Number:
 - d. IFSC:

- Bank details of Co-Consultant
- a. Name:
 - b. Bank Name:
 - c. Bank Account Number:
 - d. IFSC:

S. No.	Particulars	Projected Income (M) Rs.		Projected Expenditure (N) Rs.		Balance Rs. (O)
		Details	Total	Details	Total	
A	Income/Sponsor					
A1	Consultancy Amount			--	--	--
A2	Other (specify)			--	--	--
	Total A					--
B	Recurring Expenses					--
B1	Equipment other than computer and related (list with justification in Annexure)	--	--			--
B2	Computer and related items (list with justification in Annexure)	--	--			--
B3	Others (specify)	--	--			--
	Total B	--	--			--
C	Recurring Expenses					--
C1	Field / Research /Technical Assistant nos x Rs p.m	--	--			--
C2	Consumables	--	--			--
C3	TA & DA	--	--			--

[Handwritten Signature]





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C4	Contingency Expenses	--	--						
C5	Stationary & Report	--	--						
C6	Overhead Charges (5 to 15 %) on total expenses	--	--						
C7	Consultancy Honorarium	--	--						
C8	Co-Consultancy Honorarium	--	--						
C9	Others (specify)	--	--						
	Total C	--	--						
D	Projected Balance {A-(B+C)}	--	--	--	--				

Proposed by Faculty Member

Verified & Comments by HoD

Comments by Dean

Verified by Dy. Registrar

Approved by Vice Chancellor

Signature with Date Name:

Signature with Date Name:

Signature with Date Name:

Signature with Date Name:

Signature with Date Name:

For Office Use
Sharing of Balance

S. No.	Balance (Rs.)	University			Department (if applicable)			Individual		
		Share %	Amount Rs.	Transferred on	Share %	Amount Rs.	Transferred on	Share %	Amount Rs.	Transferred on

Verified by Accounts/Audit Department

Approved by A&FO

Signature with Date:

Signature with Date:



[Handwritten Signature]

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Atmiya University
Rajkot





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Format - AU/SP/CW-III

**Conducting Consultancy Work
Checklist**

Consultancy Title:

Name of the Consultant:

Department:

Date:

S. No.	Particulars	Tick Box	Remarks
1	Covering Permission Letter	<input type="checkbox"/>	
2	Concept Note of Consultancy Activity	<input type="checkbox"/>	
3	Consultancy Proposal with Schedule	<input type="checkbox"/>	
4	Budget	<input type="checkbox"/>	
5	Documents from Client Organization regarding work proposed, norms & conditions, payment terms, etc. (as applicable)	<input type="checkbox"/>	
6	Letter of acceptance	<input type="checkbox"/>	
7	Letter of confirmation from Client Organization	<input type="checkbox"/>	
8	Completion report	<input type="checkbox"/>	
9	Actual Income & Expenditure Statement	<input type="checkbox"/>	
10	Details of Payment from Client Organization	<input type="checkbox"/>	
11	Abstracts of Financial Claims	<input type="checkbox"/>	

Submitted by
Consultant

Comments by HoD

Verified by Dy. Registrar

Approved by Regist

Signature with Date:

Signature with Date:

Signature with Date:

Signature with Date:



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