 ATMIYA UNIVERSITY	NAAC – Cycle – 1 AISHE: U-0967	
	Criterion 6	GL & M
	KI 6.3	M 6.3.1

6.3.1	<i>The institution has performance appraisal system, effective welfare measures for teaching and nonteaching staff and avenues for career development/progression</i>
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Financial Support Policy



Registrar
Atmiya University
Rajkot

Atmiya University, Rajkot-Gujarat-India



Financial Support Policy



ATMIYA UNIVERSITY

RAJKOT, GUJARAT (INDIA)



Financial Support Policy

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Preamble:

Atmiya University (AU) is committed to the professional growth and development of its staff, recognizing that a well-equipped and motivated team is crucial for achieving institutional excellence. In line with this commitment, the University has developed a comprehensive Financial Support Policy for Staff to provide financial assistance for participation in Faculty Development Programs (FDP), Management Development Programs (MDP), Staff Development Programs (SDP), and Capacity Building Programs (CBP). Additionally, this policy supports staff in sharing knowledge and expertise through various academic and professional platforms, as well as engaging in consultancy services that align with the University's objectives of knowledge dissemination and community service. By encouraging active engagement in professional development activities and facilitating knowledge-sharing and consultancy opportunities, AU aims to create a dynamic and progressive environment that fosters continuous learning, innovation, and collaboration.

Scope:

This **Financial Support Policy for Staff** applies to all regular faculty and staff members of Atmiya University (AU) seeking financial assistance for participation in Faculty Development Programs (FDP), Management Development Programs (MDP), Staff Development Programs (SDP), Capacity Building Programs, Knowledge Sharing initiatives, Consultancy activities, and various resource mobilization efforts. The policy also encompasses budgeting processes, scholarship and freship provisions for employee kids, as well as resource mobilization from Government Organizations (GOs) and Non-Governmental Organizations (NGOs). The policy covers the following:

1. **Faculty Development, Management Development, and Staff Development Programs:** Financial support for attending local, national, and international training, workshops, seminars, and conferences aimed at enhancing the professional skills and knowledge of staff members.
2. **Capacity Building Programs:** Support for participation in programs designed to enhance the capabilities of staff, particularly those in leadership and administrative roles, to contribute more effectively to the University's development.
3. **Knowledge Sharing:** Financial assistance for staff members presenting research, knowledge, or best practices at academic or professional events.



4. **Consultancy Services:** Financial support for staff members engaging in consultancy services, whether individually or through the University, that align with the University's mission and provide value to both the institution and external stakeholders.
5. **Government (Go) and NGO Resource Mobilization:** Support for staff involved in mobilizing resources from government agencies and NGOs for institutional growth, research initiatives, community outreach programs, and projects aligned with AU's mission. This includes securing research grants, project funding, and community development contributions.
6. **Scholarships and Free-ships:** The policy covers financial assistance related to scholarships and free-ships for eligible staff, promoting equal access to educational opportunities and supporting academic achievement.
7. **Budgeting and Resource Allocation:** The policy frameworks budgeting processes for allocating financial resources to various programs, ensuring transparent and equitable distribution based on the University's priorities. It emphasizes effective resource utilization for staff development and institutional growth.
8. **Exclusions:** This policy does not cover participation in events or programs that are not aligned with the staff member's role or the University's academic and institutional objectives. It also does not include support for personal or recreational events.

This comprehensive policy is designed to support the professional and academic growth of AU's staff while promoting effective resource utilization, fostering institutional excellence, and facilitating the continued development of the University.

Objectives:

1. **Facilitate Professional Growth:** Provide financial support to staff members attending relevant Faculty Development, Management Development, Staff Development, and Capacity Building Programs, empowering them with new skills, knowledge, and capabilities that enhance their professional effectiveness and contribute to the University's academic and administrative excellence.
2. **Promote Knowledge Sharing:** Encourage staff to actively participate in academic and professional events and share the knowledge gained with their peers, fostering a culture of continuous learning and collaborative growth within the University.
3. **Encourage Consultancy Engagement:** Support staff in engaging in consultancy services that leverage their expertise to contribute to both institutional growth and



societal benefit, while also generating additional income and strengthening the University's connections with industry and community stakeholders.

4. **Strengthen Institutional Reputation:** Enhance the professional development of staff through training and development opportunities, ultimately contributing to the University's reputation for academic rigor, innovation, and community engagement.
5. **Ensure Accessibility and Inclusivity:** Ensure that all eligible staff members, regardless of their position, have access to these opportunities, promoting a fair and equitable distribution of resources to support professional development across the institution.
6. **Support Institutional Goals:** Align staff development initiatives with the broader goals of the University, including promoting quality education, leadership, research, and community service, ensuring that each staff member's growth contributes to AU's mission and vision.



(A) Staff Participation Sub Policy

Eligibility Criteria

Any regular faculty member or non-teaching staff who upholds a good code of conduct, and moral character and has successfully completed the probation period of continuous service at the University is eligible for financial support under this policy.

Types of Events

Financial support is provided for faculty members attending National/State/University level & International Level in India, academic conferences, workshops, seminars, and other relevant professional gatherings. Faculty members are encouraged to present their research or findings at such events, where applicable, to maximize the benefits of their participation.

Application Process

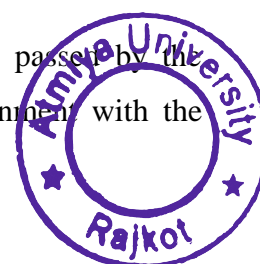
- Faculty members wishing to apply for financial assistance have to submit their applications using the prescribed form.
- The application should include details about the event, including the conference or seminar title, dates, location, purpose and supported by invitation/brochure, registration and itinerary or any other document or information asked by the university.

Permission

- Permission is granted based on the selection for the program. The department have to make necessary arrangements to ensure the smooth conduction of academic and other responsibilities of the applicant during their absence.

Funding

- The financial support policy specifies that expenses related to registration fees, travel, and accommodation for the events covered up to ₹10,000.
- International Travel Grants shall be approved through a resolution passed by the sponsoring body and the governing body of the university, in alignment with the guidelines set by regulatory authorities.



Advance/Reimbursement Procedures

- Advance amount is approved & released as per the procedure of the university.
- Reimbursement is processed upon submission of expenditure statement along with payment receipts and a participation/completion certificate from the event organizers, approved by HoD / Dean /Director.

Recipients' Responsibilities

- The staff member have to submit a self-attested copy of participation certificate / attendance certificate, and a brief report of the event.
- Key findings from the event should be shared with the department and, if applicable, with the broader university community through various platforms.
- Staff members will have to acknowledge the Atmiya University in their Publications.

Intellectual Property Rights:

- The intellectual property rights for any work, innovation, or research output shall solely belong to Atmiya University (AU). Proper credit sharing and acknowledgment to be attributed to Atmiya University in all intellectual property documentation, publication and dissemination.



(B) Sharing Sub Policy

Objective:

The purpose of this policy is to establish clear guidelines for organizing and managing Faculty Development Programs (FDPs), Training Programs, and Workshops, particularly those involving external participants. It ensures a structured, transparent, and equitable approach to planning, financial management, and resource allocation while promoting the professional growth of faculty and enhancing the university's educational environment.

Step-by-Step Procedures for Permission & Claims

Planning and Permission

- **Covering Permission Letter:**
 - A letter addressed to the Vice Chancellor, including comments from the Head of Department (HoD) and Dean, and verification by the Registrar. The letter should outline the background of the program, detailing how it was conceived or initiated at the university.
- **Concept Note of the Program:**
 - Program title, purpose, and scope (including internal and external participation).
 - Duration, including number of days and hours per day.
 - Registration fees for internal and external participants.
 - Expected outcomes of the program.
- **Program Schedule:**
 - Detailed program with session topics, dates, hours, and identification of internal or external sessions.
- **Budget Proposal:**
 - A budget proposal in the format AU/SP/FDP-I (*Attached as Annexure-I*), detailing projected income and expenses for the event.

Post-Event Submissions

- **Report of the Program:**
 - Detailed schedule with resource persons' names, signed participant attendance sheets, feedback from participants and resource persons, and geotagged photos with captions.



- **Financial Documentation:**
 - Income and expenditure statement, following format AU/SP/FDP-II (*Attached as Annexure-II*).
 - Photocopies of distributed certificates and a list of participants with paid fees (signed by participants and organizer).
- **Supporting Documents:**
 - Presentations or materials from the program.
 - Submission checklist format AU/SP/FDP-III (*Attached as Annexure-III*) ensuring all required documents are provided.
- **Covering Letter:**
 - A letter including all enclosures related to permissions and post-event documentation.
- **Intellectual Property Rights:**
 - The intellectual property rights for any work, innovation, or research output shall solely belong to Atmiya University (AU). Proper credit sharing and acknowledgment to be attributed to Atmiya University in all intellectual property documentation, publication and dissemination.

Claim Process

- **Income and Expenditure Statements:**

The organizer submits the actual income and expenditure statement within one week post-program. This will be verified and processed by the Finance Department.

- **Revenue Sharing Guidelines:**

After covering expenses, any remaining balance is shared according to the following distribution:

- If the program was initiated by a faculty member and coordinated with departmental assistance:
 - University 25% : Department 15% : Individual 60%
- If the program was initiated by the university and coordinated by faculty:
 - University 50% : Department 20% : Individual 30%



- **Accounting Heads:**
 - Separate accounts under “Sharing Policy – University,” “Sharing Policy – Individual,” and “Sharing Policy – Department,” with sub-headings for faculty involved.
 - Transfers to individual accounts should occur within ten days of document receipt.
- **Annual Financial Reporting:**
 - All transactions will have to reflected in the annual audited financial statements under "Consultancy" Head.

Checklist for Documentation

To ensure all required documentation is submitted, the following checklist must be completed:

1. Covering Permission Letter
2. Concept Note
3. Program Schedule
4. Budget Proposal
5. Program Report
6. Income and Expenditure Statement
7. Photocopies of Distributed Certificates
8. Participant List (with fees paid and signatures)
9. Program Presentations/Materials
10. Final Covering Letter (post-event)



(C) Consultancy & Revenue Generation Sub Policy

Objectives

Atmiya University encourages faculty and staff to engage in consultancy activities to foster industry collaboration, knowledge exchange, and institutional growth. This policy ensures a structured approach to planning, execution, and financial management of consultancy work, adhering to principles of transparency, accountability, and equitable resource sharing.

Consultancy Area

1. Analytical & Synthetic – CIF
2. Soil Analysis and Soil Health Card
3. Antimicrobial & Tissue Culture activities
4. Skill centres – Sarjan, Samarth, Parivartan, Niramay, Pravartnam, Satyakam etc...
5. Library & Learning Centre
6. Material & Soil Testing
7. Environment/Green Audit – Industry & Institution
8. Energy Audit

Step by Step Procedures for Conducting Consultancy Work

Planning & Permission

a. Covering Permission Letter:

- Addressed to the Vice Chancellor.
- Includes comments from 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 (*Attached as Annexure-IV*)

Post-Activity Submissions

- Final report of consultancy activity.
- Actual income and expenditure statements - AU/SP/CW-II (*Attached as Annexure-V*).
- Copy of the report submitted to the client organization.
- Checklist of submissions - AU/SP/CW-III (*Attached as Annexure-VI*)
- Covering letter including all enclosures from Steps 1 and 2.

Claim Process

1. Income and Expenditure Submission:

- Consultant submits the actual income and expenditure statement AU/SP/CW-II (*Attached as Annexure-V*) within two weeks of project completion.

2. Verification and Fund Distribution:

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

a. Sharing Guidelines:

- If contact brought by/conceived by faculty and coordinated by the faculty with departmental support:
 - University: 40% | Individual: 60%
- If contact brought by/conceived by the university and coordinated by the faculty with departmental support:
 - University: 60% | Individual: 40%
- In consultancy projects involving genuinely needy students, the revenue share be determined based on the nature of the project and the number of students approved for participation.

b. Account Management:

- Separate heads of accounts:
 - “Consultancy – University.”



- “Consultancy – Individual.”
- Individual accounts reflect credits and debits for consultancy income and transferred amounts.

3. Audited Reports:

- All transactions will have to reflect in the annual audited financial statements under "Consultancy" Head.

4. Intellectual Property Rights:

- The intellectual property rights for any work, innovation, or research output shall solely belong to Atmiya University (AU). Proper credit sharing and acknowledgment to be attributed to Atmiya University in all intellectual property documentation, publication and dissemination.

Conclusion

The Finance support policy establishes a comprehensive and transparent framework for managing the financial operations of Atmiya University. By adhering to government norms and promoting equitable resource distribution, the policy ensures effective mobilization, utilization, and accountability of funds. Its structured approach to budgeting, financial support, consultancy, and revenue-sharing mechanisms fosters professional growth, supports academic and research excellence, and contributes to the university's sustainability and societal impact. Through these guidelines, the policy strengthens financial integrity while advancing Atmiya University's vision of holistic education and transformative learning.

Revision & Amendment

- The policy & its sub policies shall undergo a comprehensive review and revision every three years. Additionally, need-based addenda or annexures may be incorporated as and when required to address specific requirements or evolving circumstances.
- The President reserves the right to amend, modify, or update the policy document at any time, as deemed necessary, to align with institutional goals, regulatory requirements, or evolving circumstances.



Registrar
Atmiya University
Rajkot



Annexures

Annexure-I – Budget Proposal (Sharing Policy)

Format - AU/SP/FDP-I

Sharing Policy

Organizing & Conducting FDPs/ Training Programmes/ Workshops only with Inclusion of External Participants

Budget Proposal

S. No.	Particulars	Projected Income (M) Rs.		Projected Expenditure (N) Rs.		Balance Rs. (O)
		Details	Total	Details	Total	
X	Income/Sponsor					
X1	Registration Fee	No x RF= (a)	(a)			
X2	Sponsors					
		Total				
Y	Recurring Expenses					
Y1	<i>Remuneration</i>					
	Internal RP			S x 150		
	External RP			S x 300		
Y2	<i>Promotional Material/ Stationary/ Certificates (Min. expenditure)</i>					
Y3	<i>Hospitality expenses (if any)</i>					
Y4	<i>Contingency expenses (if any)</i>					
				Total		
Z	Projected Balance					M-N= O

Proposed by
Faculty
Member

Verified &
Comments by
HoD

Comments by
Dean

Verified by Dv.
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:



Annexure-II – I & E Statement (Sharing Policy)

Format - AU/SP/FDP-II

Sharing Policy

Organizing & Conducting FDPs/ Training Programmes/ Workshops

only with Inclusion of External Participants

Income & Expenditure Statement

- | | |
|---|--|
| <p>1. Name of the Event/Program:</p> <p>2. Date/Dates:</p> <p>3. Name of Organizer:</p> <p>4. Department & Faculty:</p> | <p>5. Conceived by:</p> <p>6. Bank details of individual</p> <p>a. Name:</p> <p>b. Bank Name:</p> <p>c. IFSC:</p> |
|---|--|

S. No.	Particulars	Actual Income (M)		Actual Expenditure (N)		Balance Rs. (O)
		Details	Total	Details	Total	
X	Income/Sponsor					
X1	Registration Fee	No x RF= (a)	(a)			
X2	Sponsors					
		Total				
Y	Recurring Expenses					
Y1	<i>Remuneration</i>					
	Internal RP			S x 150		
	External RP			S x 300		
Y2	<i>Promotional Material/ Stationary/ Certificates</i> (Min. expenditure)					
Y3	<i>Hospitality expenses</i> (if any)					
Y4	<i>Contingency expenses</i> (if any)					
				Total		
Z	Projected Balance					M-N= O

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. N o.	Bala nce (Rs.)	University			Department (if applicable)			Individual		
		Sha re %	Amo unt Rs.	Transfe rred on	Sha re %	Amo unt Rs.	Transfe rred on	Sha re %	Amo unt Rs.	Transfe rred on

Verified by Accounts/Audit Department Approved by A&FO

Signature with Date:

Signature with Date:



Annexure-III – Checklist (Sharing Policy)

Format AU/SP/FDP-III

Organizing & Conducting FDP's/ Training Programmes/ Workshops only with Inclusion of External Participants Checklist

Name of the Event:

Department:

Name of the Organizer:

Date of Event:

S. No.	Particulars	Tick Box	Remarks
1	Covering Permission Letter	<input type="checkbox"/>	
2	Concept Note of Programme	<input type="checkbox"/>	
3	Programme Schedule	<input type="checkbox"/>	
4	Budget of Proposal	<input type="checkbox"/>	
5	Report of Programme	<input type="checkbox"/>	
6	Actual Income & Expenditure Statement	<input type="checkbox"/>	
7	Photocopies of Certificates distributed	<input type="checkbox"/>	
8	List of participants with fees paid & signed by them & organizer.	<input type="checkbox"/>	
9	Copy of presentation/ Material	<input type="checkbox"/>	
10	Covering letter once again post event with all above.	<input type="checkbox"/>	

Submitted by
Organizer

Comments by
HoD

Verified by Dy.
Registrar

Approved by
Registrar

Signature with
Date:
Name:

Signature with
Date:
Name:

Signature with Date:
Name:

Signature with
Date:
Name:



Annexure – IV –Budget Proposal (Consultancy Policy)

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)}	--	--	--	--	

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:



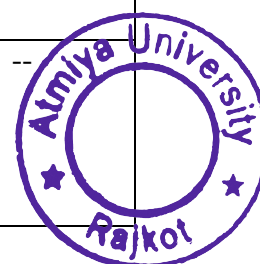
Annexure – V – I & E Statement (Consultancy Policy)

Format - AU/SP/CW-II

Conducting Consultancy Work Income & Expenditure Statement

- | | |
|--|--|
| <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. Name: b. Bank Name: c. Bank Account Number: d. IFSC: | Bank details of Co-Consultant <ol style="list-style-type: none"> 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	--	--			--
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:



Annexure – VI –Check List (Consultancy Policy)

Format - AU/SP/CW-III

Conducting Consultancy Work

Checklist

Consultancy Title:

Department:

Name of the Consultant:

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 Registrar

Signature with Date:

Signature with Date:

Signature with Date:

Signature with Date:

