



## Sharing Policy

The University's Sharing Policy provides guidelines for organizing and conducting Faculty Development Programs (FDPs), Training Programs, and Workshops, particularly those with external participants. This policy ensures transparent planning, financial management, and fair distribution of resources.

### Step-by-Step Procedures for Permission & Claims

#### 1. Planning and Permission (At Least One Month Prior to the Event)

- **Covering Permission Letter:**
  - Addressed to the Vice Chancellor.
  - Comments provided by the Head of Department (HoD) and Dean.
  - Verification by the Deputy Registrar or Registrar.
  - Details on how the program was conceived or brought to the university.
- **Concept Note of the Program:**
  - Program title, need, and scope, indicating internal and external participation.
  - Duration (number of days and hours per day).
  - Registration fees for internal and external participants.
  - Expected outcomes.
- **Program Schedule:**
  - Outline of topics, dates, session hours, and identification of internal or external sessions.
- **Budget Proposal:**
  - Budget should follow the AU/SP/FDP-I format, detailing projected income and expenses.

#### 2. Post-Event Submissions (Within One Week of Program Completion)

- **Report of the Program:**
  - Detailed schedule with names of resource persons, participant attendance sheets (signed daily), participant and resource person feedback, and geotagged photos with captions.





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- **Financial Documentation:**
  - Income and expenditure statement following format AU/SP/FDP-II.
  - Photocopies of distributed certificates and list of participants with paid fees (signed by participants and organizer).
- **Supporting Documents:**
  - Program presentations or materials.
  - Submission checklist in format AU/SP/FDP-III, covering all required documents.
- **Covering Letter:**
  - Includes all enclosures related to permissions and post-event documentation.

## Financial Management by Finance Section

- **Income and Expenditure Statements:**
  - The organizer submits the actual income and expenditure statement within one week post-program. This is verified and processed by the Finance Section.
- **Revenue Sharing Guidelines:**
  - After covering expenses, the remaining balance is distributed based on the policy AU/1/April 2021/1:
    - If the program was brought by or conceived by a faculty member and coordinated with departmental help: **University 25% : Department 15% : Individual 60%**
    - If conceived by the university and coordinated by faculty: **University 50% : Department 20% : Individual 30%**
- **Account Headings:**
  - Separate accounts under “Sharing Policy – University,” “Sharing Policy – Individual,” and “Sharing Policy – Department” (with sub-headings for faculty involved).
  - Transfer to individual accounts should occur within ten days of document receipt.
- **Annual Financial Reporting:**





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- All transactions appear as “Sharing Policy Accounts” in the annual audited financial statements.

## Checklist for Documentation (Format AU/SP/FDP-III)

This checklist ensures that all necessary documents are provided:

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)

Each step must be reviewed and signed off by relevant authorities, including the HoD, Deputy Registrar, and Registrar.

## Conclusion

This Sharing Policy ensures a structured approach to planning, financial management, and documentation for events with external participants. Through clear guidelines on permissions, budgeting, revenue sharing, and reporting, the policy promotes transparency, accountability, and equitable distribution of resources, contributing to the professional development of faculty and enriching the university community.





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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	<b>Income/Sponsor</b>					
X1	Registration Fee	No x RF= (a)	(a)			
X2	Sponsors					
		Total				
Y	<b>Recurring Expenses</b>					
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	<b>Projected Balance</b>					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:





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Format - AU/SP/FDP-II

## Sharing Policy Organizing & Conducting FDPs/ Training Programmes/ Workshops only with Inclusion of External Participants Income & Expenditure Statement

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

S. No.	Particulars	Actual Income (M)		Actual Expenditure (N)		Balance Rs. (O)
		Details	Total	Details	Total	
X	<b>Income/Sponsor</b>					
X1	Registration Fee	No x RF= (a)	(a)			
X2	Sponsors					
		Total				
Y	<b>Recurring Expenses</b>					
Y1	<i>Remuneration</i>					
	Internal RP			S x 150		
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				<b>Total</b>		
Z	<b>Projected Balance</b>					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:





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*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:





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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:



Registrar  
Atmiya University  
Rajkot