

ANNEXURE- I
CONSULTANCY APPROVAL FORM
(Enclose two copies of proposal with this form)

1. Name of the Consultancy Applicant :
2. Designation :
3. Date of Birth/Retirement :
4. Department/Centre :
5. Name of the Co-Applicant (if any) :
6. Designation :
7. Date of Birth :
8. Department/Centre :
9. Title of the consultancy project :
10. Duration of Consultancy From To
11. Agency from which consultancy taken :
12. Total funds requested including salaries without overhead charges :
13. Overhead charges asked :
14. Whether the account of the earlier consultancy completed finally closed :
If not, the reasons for the same :
15. Information to be provided by The Consultancy Applicant
 - i) Total number of ongoing consultancy assignments:
 - ii) Total number of consultancy assignments: completed in the last 10 years

I understand that University will not provide any funds for the work, equipment, salaries, or contingencies. Any extra space for the consultancy must be settled within the Department, University may not provide any additional space.

The Consultancy Applicant and Co-Applicant will follow the norms for the operation of the framed rules from time to time as communicated by the Dean, Consultancy.

Signature of the Consultancy Applicant:

Signature of the Co-Applicant (if any):

Chairperson of the Department

Signature:

seal

Notes:

- a) Two copies of the above form, one for the signature of the competent authority and one for the records will be sent to the office of Dean, Consultancy. The consulting faculty should get the signed copy collected within 5 days of submission, required copies with forwarding letters to the funding agency, directly or through the department.
- b) Co-applicant who is not retiring before the date of the completion of the consultancy is essential if the consultancy applicant is retiring before the date of completion of the assignment.
- c) The university may/ may not forward the consultancy proposal.
- d) A copy of the consultancy proposal will be sent along with the acknowledgement of the first installment of the money to the Registrar of the University.