



**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY,
BHOPAL**
INDUSTRIAL CONSULTANCY, TESTING & SERVICES CELL (ICSC)
R&C/CON/01

Application form for Consultancy (TYPE – I,II,III)

Project No.:ICSC/Con.Pro./.....

(To be allotted by the ICSC after approval)

(To be filled in duplicate)

1. Department(s): _____
2. Title of project _____

3. Client M/S. _____
Vide enclosed letter No.: _____ dated: _____
Address: _____

4. Details of work:
 - (a) Design/Development/Troubleshooting/Advice/Investigation/Fabrication/.....(Tick the relevant area)
 - (b) Brief description of the project: _____

5. Recommendations of the departmental Consultancy committee comprising of HOD and at least two experts in the relevant field:
[Minutes of the meeting should include: (i) Consultancy charges, service tax, Consultancy charges & any other charges. (ii) Quantum of work to be carried out/ expected duration of work (iii) Give details for external experts, traveling expenses if required (iv) Proposed expert(s) for the consultancy in the relevant field to be named as project Leader/ co-investigator (v) Type of consultancy.]
(i) _____ (ii) _____ (iii) (HOD) _____
6. The proposed consultancy charges including service tax Rs: _____
Kindly note: Under no circumstances, the charges should be communicated to the client unless and until it is approved by the ICSC.)
7. The proposed duration of Project: _____
8. The proposed name of the Project Leader: _____
9. The proposed name of the Co-investigators: _____
10. Type of project : (i) Type-I (ii) Type-II (iii) Type-III
11. This is to certify that the above decision is based on thorough review of the consultancy work and the appointment of the project leader and co-investigator is based upon their expertise.

Enclosed minutes of meeting

Submitted for approval.

Signature of PI

(Recommended by HOD with date)

Dean (R&C)

Chairman, ICSC

R&C/CON/02

Note: To be submitted by Project Leader & HOD after completion of Project (in duplicate) to Dean (R&C).

Details of Project execution:

S. No.	Particulars	Date	Letter No.	Enclosure
1.	Client's request letter			
2.	Departmental consultancy committee meeting			
3.	Approval by ICSC			
4.	Receipt of consultancy charges			
5.	Commencement of project			
6.	Completion of project			
7.	Final report to client			
8.	Satisfactory completion certificate from the client			

Note: While making correspondence and communication to the client it would be made clear that the results of consultancy/ investigation are for the information of the client and would not be used for any legal purposes.

**Disbursement proposal is to be submitted in duplicate.*

(Co-investigators)
Name and date

(Project Leader)
Name and date

(Signature of HOD with date)

To be filled by ICSC Accounts office)**Disbursement Details**

Date of approval of disbursement _____ & Payment made vide voucher No. _____ Dtd: _____ Total Consultancy Amount Received Rs. _____

S. No.	Name	Amount Rs.	S. No.	Name	Amount Rs.
1.			7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

(i) Total Amount Disbursed Rs.: _____
(ii) Expenditure on Contingences etc. Rs.: _____
(iii) Institute Development Fund, IDF Rs.: _____
Component of IDF
a) Institute as a whole
b) Department Promotional Fund, DPF
c) Professional Development Fund, PDF
Total Rs.: _____

Office Superintendent (ICSC)

AR(A/cs)

DR(A/cs)

R&C/CON/03

PROFORMA FOR COMPLETION CERTIFICATE

(To be taken from the client by the PI / HOD of concerned department)

To,
The Head of the Department
Department of o o o o o o o ..
MANIT, Bhopal- 462051(MP)

Ref.: Our letter No. o o o o o o o ..dated o o o o o o o o o .

Sub.: **Completion of consultancy work assigned to your department.**

Title of the Project: o .

Sir,

I have received the report for the above referred consultancy work assigned to your department from Professor o o o o o o o o o o and his team vide reference number.

The work has been carried out to my satisfaction.

Thanking you,

Yours faithfully,

Date:

Name, Designation of Client/ Representative
& Name of Organisation/ sponsoring agency