

Check List for Consultancy Work

Name of the Organization :

Name of the Faculty Members & Dept. :

Consultancy Sanctioned Date :

Duration : From _____ To _____

S. No	Requisite	Available / Not Available	Verified & Approved
1	Request from SECE to Industry / Organization (Third Party) for Consultancy Work to be carried out.		
2	Agreement Copy between SECE and Third Party / Work Order.		
3	Proofs for Financial Transactions (Receiving).		
4	Audit Statement.		
5	Expenses for the Consultancy Work carried out (Tabular form).		
6	Bills.		
7	Closure of the Consultancy Agreement.		
8	Non-Recurring Expenditure - Equipment purchase (Quotation, Purchase order, Tax invoice, Delivery Challan).		
9	Recurring Expenditure (Invoice, Travelling Allowances, Consumables, and financial assistance to faculty, if any).		
10	Periodical Report of consultancy work carried out.		

Faculty In-charge

ERP In-charge

Consultancy Coord

Asso. Dean-CFRD

Dean-CFRD

Verified by

IQAC Team

Dean-IQAC