Procedure for projects / assignments etc.

Purpose : To establish a defined procedure for various projects / consultancy assignments

Scope : All sections of the Academy involved in projects / consultancy assignments

Responsibility : Project In-charge / Faculty

Steps	Particulars
Step 1	Prepare project proposal • Objectives of the project • Method / Action plan / Procedure for execution • Tentative time schedule • Tentative budget • Expected manpower and their expertise • Outcome expected / deliverables • Responsible person / team for execution
Step 2	Seek approval of Hon DG
Step 3	Communicate / submit to the sponsoring agency / department
Step 4	Approval of the sponsoring agency / department
Step 5	Prepare ToRs for outsourced tasks • Background of project • Responsibility of persons / agency • Deliverable expected from the person / agency • Contract period / time frame / deadlines • Copy right issues if applicable • Documentation of inputs given by YASHADA • Financial support • Other logistic support
Step 6	Identify and justify capability of persons / agency
Step 7	Sign ToR with Agency / person
Step 8	Establish mechanism for monitoring and documentation activities
Step 9	Confirm security of data / information at institutional level
Step 10	Prepare report
Step 11	Validation at institutional level
Step 12	Complete financial transactions
Step 12	Deliver outcome
Step 13	Report about learning from project
Step 14	Seek customer feedback
Step 15	Complete project and close file.

Reference Documents :

1. Indents from Agency / Departments

Forms / Formats :

1. Format for ToR

M. I. S. Indicators :

1. Quarterly review of progress

Cross Reference :

1. Project outcome