



Guidelines for Utilization of Budget Allocated for Student Activities

Parvatibai Chowgule College of Arts and Science (Autonomous) has over twenty two departments and it is important that there is equity in transactions across departmental students. The budget allocated towards student activities are solely for the intended purpose of enrichment of their campus experience and not to be utilized for any routine curriculum delivery.

While individual Departmental discretion in nature of the spend is encouraged, however, for the purpose of standardization, it will be important to adhere to certain guidelines on its utilization. All expenditure made from this budget will be on pre-approval basis based on detailed proposals to be submitted to the College Principal.

Based on the above, following areas of expenditure are envisaged:-

1. Expenditure is to be made solely on students of our college. Any other allied expenses such as refreshments, cash prizes, etc are to be incurred from income generated from registrations, sponsorships, etc.
2. Educational tours, field trips can be covered.
3. Must result in direct benefit to students.
4. Honorariums to resource persons based on pre-approved limits.



Salients guidelines for the above are placed below:-

1. Only two major events in the entire academic year are to be planned, one event per semester. The Departments that have submitted prior budgetary requirements for the same will be considered.
2. Every Department will organize only two activities of the nature webinar/ special lecture/ workshop/ seminar. Such lecture cum webinar should not be more than one per semester. Honorarium may be paid at the rate of Rs 1000/- for two hours per 2500/- for a half day.
3. Details of the subject talk and resource person should reach the Principal's office in advance along with the approval form. Resource person should be a subject matter expert in the relevant program. Recommended honorariums of resource person of Assistant and Associate Professor designations will be Rs. 1000/-, Industry experts and Professor grade 1200/-and Alumni student Rs 750/-.

4. Selection of the Resource person should be based on his /her expertise and with experience in the field. Repetition of the resource person should be avoided.
5. Departments organizing webinars without any remuneration may organize such webinars based on Department interest. No separate budget will be allocated.
6. Faculty will be entitled for maximum two seminars of State/National/International stature with duty leave and remuneration will be given as per Directorate of Higher Education (DHE) guidelines only, provided invitation letter follows with the acceptance of the paper and it should be his/her subject domain area only. Approval to that effect has to be obtained one week in advance along with the details.
Principal will be the final authority to sanction duty leave provided the event has direct significance to one's domain area/ specialization/academic pursuits.
7. Deputation of the faculties by the college for events organized by University/DHE/College etc, necessary duty leave will be sanctioned. However, No TA/DA or any other remuneration cost will be borne by the college.
8. Student activities will be as per the allocated budget. However, no budget will be spent as special prize or volunteer prize for the students. Department can announce one subject prize that can be sanctioned (max Rs.1500). Intimation of the same with details of the student chosen in the category of subject prize should be justified.
9. Sports council budget will be separate.

NOTE: Final approval of the activity will be at the discretion of Principal.

Prof. (Dr.) Sangeeta G. Sankhalkar

Officiating Principal

Date: 11.07.2023





Chowgule Education Society's
Parvatibai Chowgule College of Arts and Science
(Autonomous)

Accredited by NAAC with Grade 'A+'
Best Affiliated College-Goa University Silver Jubilee Year Award



Guidelines for Utilizing Budget Allocations for Science Department Only
(Non Salary Grant)

1. Allocated budget to be spent as regular petty cash for purchase of stationary, dept practical requirements/ accessories.
2. Printing/ xeroxing facilities to be taken care from the Dept budget.
3. Science Departments to spend the budget on Chemicals/ glassware and Plastic ware.
4. Minor equipment's can be purchased from Department budget with proper tender procedure.
5. Maintenance of Department Infrastructure can be met from Department budget provided the bill does not exceed Rs. 5000/-. However prior approvals are necessary.

Prof. (Dr.) Sangeeta G. Sankhalkar

Officiating Principal

Date: 10.07.2023

