



# Parvatibai Chowgule College of Arts and Science Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale)

Best Affiliated College-Goa University Silver Jubilee Year Award



## POLICY AND GUIDELINES – FINANCE AND ADMINISTRATION

### SELF FINANCED PROGRAMS

---

Date: 18<sup>th</sup> Nov, 2021

#### I. PREAMBLE.

In keeping with our Vision “To be leaders in imparting holistic education of the highest standards to enhance the quality of life for the society”, several self financed programs are launched from time to time, to provide students with the ability to pursue their interests.

#### II. OBJECTIVES OF THE POLICY.

- (a) To provide faculty engaged in different programs with the clarity on their functional nature.
- (b) To establish a clear understanding of the sustainability issues of such programs.
- (c) To acknowledge efforts, where applicable.
- (d) To define a structure for conceptualization and development of such programs along with their fee structure.

#### III. DEFINITIONS.

- “Policy” as referred to subsequently in this document means the policy pertaining to this subject matter only.
- “Self financed programs” means programs of all types (culminating in Certificate, Diploma, PG Diploma, Degree or Postgraduate degrees) or ad-hoc which are not financed in part or whole by the government.
- “Proposal” means a written communication on need assessment, financial model along with programme pricing which is required to be submitted for approval of the program.

#### IV. VARIETY OF PROGRAMS.

- Undergraduate, Post Graduate and PhD – Under Autonomy and guided by the Autonomy Statutes SC-15.
- Skill based certification and Diploma programs – aligned to NSQF levels.



# Parvatibai Chowgule College of Arts and Science Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale)  
Best Affiliated College-Goa University Silver Jubilee Year Award



- Ad-hoc programs for delivering alternate skills.
- Other short term academic/ non-academic programs.

## V. APPLICATION OF THE POLICY.

This policy is applicable to anyone who conceptualises, develops and/ or executes any program under the college system.

## VI. PROPOSAL, APPROVAL AND IMPLEMENTATION.

- Proposal will be initiated based on the assessment of need with the basic objective of the institution in mind. This can be initiated by any existing department of the college or individuals (both internal and external)
- **At no point of time should the proposal be made at the cost of time and workload for which compensation/ salary is already being drawn.**
- **Such proposal is to be supported by a sustainable financial model.**
- The proposal must have a basic market survey and include marketing and mobilization plans.
- On receipt of the proposal, the same will be scrutinized from angles – academic and financial.
- Actual mobilization will start only after formal approval has been given. The approval will be made as per following guidelines
  - **UG, PG, PhD**
    - As per laid down procedure and ordinances of the university and autonomous statutes, as amended from time to time
    - BOS will be formed and Academic Council concurrence sought for the syllabus
    - Fee structure will be pre-approved before launching the program by the Directorate of Higher Education
  - **All other programs**
    - An internal committee comprising of the Management, Principal and Finance representative will approve such proposals
    - Where inputs of industry and other think tanks are considered important, such members may be coopted to assess the proposal from the need and content angle.
    - Fee structure will be approved by the above committee based on on-ground requirements and efforts involved.



# Parvatibai Chowgule College of Arts and Science Autonomous



Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale)  
Best Affiliated College-Goa University Silver Jubilee Year Award

- The program will be approved only after clarity of its sustainability and profitability.
- There may be a seed funding approved to cover initial expenses, on case to case basis, which will be refundable.

## VII. ADMINISTRATIVE AND FINANCIAL MODEL FOR UNDERGRADUATE, POST GRADUATE AND PHD PROGRAMS.

- Faculty positions are to be filled based on state government guidelines in force to the extent possible.
- Fixed remuneration will be applicable.
- Adherence to affiliating university statutes and government guidelines will be of essence.

## VIII. ADMINISTRATIVE AND FINANCIAL MODEL FOR ALL OTHER PROGRAMS.

- Program facilitators will essentially be subject matter experts who would conceptualize and develop the program.
- Compensation will be on a fixed and variable component model.
- Based on the financial model proposed, there will be a fixed component as minimum take home.
- **Programs developed by college staff.** Over and above the fixed component, there will be a profit share basis variable component which can range anywhere between 10 percent and 30 percent based on the financial model. This will be pre-agreed between the two parties. An example of the profit share model is placed below:-
  - Program Fee – 100 % (1000)
  - Infrastructure Cost – 15 % (150.00)
  - Brand Cost – 10% (100.00)





# Parvatibai Chowgule College of Arts and Science Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale)

Best Affiliated College-Goa University Silver Jubilee Year Award



- Faculty/ Facilitator Cost – 60% (should include office, marketing and accounts effort cost) (600.00)
- Profit share of member developing the fee (based on effort) – 70% of balance (105.00)
- Profit share of college – 30% of balance (45.00)
- In the event of multiple facilitators, the variable component will be equally shared among them or as determined initially. This will also include non-faculty staff engaged in facilitating the program(s).
- In the event of a likely loss (due to the enrolment), the program will either be cancelled or postponed.
- **Programs developed by external agencies but brought due to effort of collegestaff.** In case of programs that are delivered in conjunction with external agencies, the financial model will be based on efforts from the parties involved. An example of the model is placed below:-
  - Program Fee – 100% (1000)
  - Infrastructure Cost – 15% (150.00)
  - Brand Cost – 10% (100.00)
  - External Faculty/ Program developer Cost – 50% (500.00)
  - Profit share of External faculty – 40% of balance (100.00)
  - Profit share of college staff – 30% of balance (75.00)
  - Profit share of college – 30% of balance (75.00)
- In the event of a likely loss (due to the enrolment), the program will either be cancelled or postponed.

## IX. **REFERENCES.**

- Goa University Statute SC-15, as amended from time to time.
- UGC Guidelines on Career Oriented Courses
- UGC Guidelines for Providing Skill Based Education under NSQF

This policy will be reviewed on regular basis.

Principal

SPCC

Vice President

CES

18.11.2021