

**Smt. Maniben M.P.Shah Women's College of Arts and Commerce, Autonomous**

**6.1.1: Strategic Planning and Deployment Documents: Practice 2**

**Department and Committee Budgets 2019-2020**

1. Proforma for submitting budget shared with all Departments and Committee convenors as a soft copy at the beginning of June 2019 for every academic year
  2. Department Heads and Committee Convenors to arrange a meeting all department faculty or members of the committees respectively
  3. Activities to be undertaken to be discussed and finalised and the estimate of funds required for the budget to be stated under each head as given in the proforma
  4. The Budget to be submitted as two hard copies with the signature of the Head or Convenor to the Principal on or before the given time period- upto June 18, 2019
  5. The Principal will call a meeting with each department and Committee to discuss the activities and sanction the funds- 3<sup>rd</sup> week of June
  6. The Principal signs a copy of the budget. A copy is returned to the Department/Committee and one copy is filed in the office records
- The link for the proforma of the Budget :

### Proforma for Budget

Smt. Maniben M.P.Shah Women's College of Arts and Commerce, Autonomous							
6.1.1: Strategic Planning and Deployment Documents: Practice 2							
Department and Committee Budgets							
1. Proforma for submitting Budgets by Departments and Committees							
YEARLY DEPARTMENTAL PLAN 2019-20							
Departments are requested to plan semester-wise activities as under. More rows may be added to note more activities. This plan has to be submitted by the Head of the Department to the Principal by 20th April every year to be followed for the forthcoming academic year. Please note that the items placed in the schedule are fixed and only change in the date or budget will be allowed. Any other programme not in the schedule will require prior permission from the Principal.							
NAME OF THE DEPARTMENT	Bcom - AFI						
ACTIVITY DETAILS				BUDGET		Approved by Principal	
Activity	Title of the Planned Activity	Target Audience	Tentative Month	Remuneration for resource	Miscellaneous		
Workshop/s							
Seminar: International/National/State/Regional/ Institute Level							
Visit/s							
Guest Lecture/s							
Industrial Visit							
Add on Course in Tally, GST & Advance Excel							
Extension Work							
Any Other							
Name and Signature of Head of Department				Signature of Principal			