

**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 maybe 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						
ACTIVITY DETAILS				BUDGET		Approved by Principal
Activity	Title of the Planned Activity	Target Audience	Tentative Month	Remuneration for resource person	Miscellaneous	
Workshop/s						
Seminar: International/National/State/Regional/ Institute Level						
Visit/s						
Guest Lecture/s						
Industrial Visit						

<b>Add on Course in Tally, GST &amp; Advance Excel</b>						
<b>Extension Work</b>						
<b>Any Other</b>						
<b>Name and Signature of Head of Department</b>			<b>Signature of Principal</b>			