

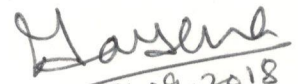


NOTIFICATION

Policy for expenditure norms of lecture/extension activities.

With the approval of competent authority the Policy for expenditure norms of lecture/extension activities are hereby notified:

1. Extension Lecture by experts: As approved by the competent authority, payment of honorarium as per UGC guidelines (i.e Rs. 1000/- per hour) and as amended from time to time.
2. Petty Expenses incurred in Departments/Cells/Clubs/Centres of the University
 - a. Refreshment: Participant of special lecture may be provided refreshment with the prior approval of Competent Authority. An amount as approved by the University or as per University rules shall be allowed for each participant upto maximum of 200 participants.
 - b. Lunch: As per university rules and rate. The external expert may be accompanied for lunch by faculty members of the concerned departments only.
 - c. Stationary: As per actual requirement (If not available in the store).
 - d. Miscellaneous expenses: Maximum. Rs..2000/- may be provided. The said expenses shall be a part of the expenses of the department.
 - e. Imprest money: For each Department./Club/Cell/Centres Rs. 5000/- may be allowed for consumable items. Once Rs. 5000/- is spent and the accounts are settled, an additional amount of Rs. 5000 may be sanctioned again. The account/balance of imprest money must be settled at the end of each Financial Year.


07.09.2018
Director, IQAC