

## 14. DEPARTMENT/FUND/AUDIT

- 14.1 The department shall judiciously utilize the departmental fund for all departmental activities, programmes, seminars, workshops etc.
- 14.2 Every Department shall constitute Finance Committee of not less than 3 members.
- 14.2 The Head of the Department/Coordinator/Teacher-in-charge shall be the bursar of Finance Committee.
- 14.3 If a department has both HoD and Coordinator, then the HoD and Coordinator of the respective department in PG or UG block shall be responsible to take care and supervise the finance of PG or UG block and submit financial audit to the Administrator.
- 14.4 The fund allotment from the College to the departments for both PG and UG shall be as per the enrolment of students in the department.
- 14.5 The fund allotment from the College to the Clubs and Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.
- 14.6 If any teaching staff or student misappropriates and siphons the department fund in any form then he/she shall refund the whole lost sum with interest of 5% to the department.
- 14.7 No individual teaching staff or student can spent the money of the department without collective knowledge and permission from the finance committee of the department.
- 14.8 Every Department (PG & UG) shall maintain financial record (income & expenditure) supported by receipts.
- 14.9 Every Department (PG & UG) shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 14.10 All activities related to the department shall be financed by the respective Department.
- 14.11 No Department shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.

14.12 The Departments shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.

## **15. CLUBS/ASSOCIATIONS/FUND/AUDIT**

- 15.1 Clubs and Associations are academic and student progress oriented groups established by the College authority to help, assist and facilitate all round development of students.
- 15.2 Any club or association to be established in the College has to be authorized by the Head of the Institution.
- 15.3 If a club or association is non functional and does not support student progression, the Management Board shall have the full right to decide and abolish such club or association.
- 15.4 Clubs and associations shall have two staff directors as Director and Assistant Director and other staff as collaborators to manage, organise, supervise and oversee all the activities and help the students to develop their skills, abilities and talents.
- 15.5 Clubs and Associations shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.
- 15.6 No club or association shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.
- 15.7 Clubs and Associations shall judiciously utilize the fund for various activities, programmes, seminars, workshops etc.
- 15.8 Every club and association shall constitute Finance Committee of not less than 3 members.
- 15.9 The director of club and association shall be the bursar of Finance Committee.
- 15.10 The director of the club or association shall be responsible to take care and supervise the finance and submit financial audit to the Administrator.
- 15.11 The fund allotment from the College to the club and association shall be as per the norm of the college.
- 15.12 The fund allotment from the College to the Clubs and

- Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.
- 15.13 If any teaching staff or student misappropriates and siphons the club or association fund in any form then he/she shall refund the whole lost sum with interest of 5 percent (5%).
- 15.14 No individual teaching staff or student can spent the money of the club and association without collective knowledge and permission from the finance committee.
- 15.15 Every club and association shall maintain financial record (income & expenditure) supported by receipts.
- 15.16 Every club and association shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 15.17 All activities related to the club and association shall be financed by the respective club and association.