



Pro VC Academic Affairs Office

Professionalism.Efficiency.Humility

Ref No: CU/PVC-AA/2024-25/DEL-CORR/001

Date: 27 July 2024

Delegation of Financial Power For Co-Curricular Activity/Event

- Delegation of Financial Power for AY 2024-25 to Co-Curricular Entities[Club,Community,Society,Professional Society] for organizing Activities/Events.

Financial Delegation by Co-Curricular				
Sr No	Entity	Type of Activity	Sectioned Amount	Approving Authority
1	Club/Community/ Department Society/ Professional Society/ Tech Community	Regular/ Monthly Activity	$\leq 2,000$	Faculty Advisor and HOD
			$\leq 7,000$	Director or ED
2	Club	Flagship Events/ Activity	7001-25,000	Director,ED,Chief of Club Advisory Board and Pro VC-AA Team
			Above 25,000	Pro VC-AA and Pro VC Admin
3	Community	Flagship Events/ Activity	7001-25,000	ED and Pro VC-AA
			Above 25,000	Pro VC-AA and Pro VC Admin
4	Department Society/Profession al Society/Tech Community	Flagship Events/ Activity	7001-15000	Director,ED,Chief of Club Advisory Board and Pro VC-AA Team
			15,001-25,000	ED,Chief of Advisory Board and Pro VC-AA Team
			Above 25000	Pro VC-AA and Pro VC Admin

Note: All delegation of financial power is subject to compliance of guidelines given on the next page.

Prof. (Dr.) V.K. Mittal
Pro Vice Chancellor- AA

Mr. Rajesh Madan
Chief Finance Officer

Prof. (Dr.) Devinder Singh
Pro Vice Chancellor
Pro-Vice Chancellor
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Guidelines for Co-Curricular Activity/Event and Budget

[A] Mandatory Major Points for Compliance

1. All the delegation of Financial Power is for amounts per Activity/Event in each entity [Club/Community/Society]. No sub-division of the amount is to bring in a financial limit.
2. All Appointment holders of each entity must ensure the punching of each Activity/Event directly through the Departmental Co-Curricular Coordinator 10 days prior to the Activity/Event date.
3. The Delegation is applicable for up to 5 Activities/Events by each Entity[Club/Community/Society] in a month. [Beyond this, permission may be opted from PVC-Academic Affairs].
4. These amounts may include honorarium up to Rs. 3000. In case of honorarium exceeding Rs. 3000, approval needs to be taken from Pro VC – AA Team and/or Pro VC – Admin.
5. All Activities/Events initiated by Faculty Advisor/Secretary must be Recommended by the HOD/Director/ED for Final Approval by PVC AA (where ever applicable)

[B] Reporting and Record Keeping Compliance

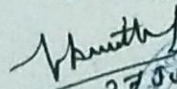
1. **Regarding All the vouchers or Bills for each Activity/Event:**
 - (A) Prior Approval/Post Approval may be taken from Higher Officials (as required) during **27th of the month to 3rd of the next month.**
 - (B) All the bills or vouchers need to be signed and/or submitted to PVC – AA Office Team (for approval/record keeping) during these dates.
2. Monthly Activity/Event reports by each entity [Club/Community/Society] must be submitted to Pro VC – AA Team by **5th of next month.**
3. After offline Approvals, CUIMS punching within **7th of every month** for all events is mandatory and should be completed as per delegation of power.
4. It would be well appreciable, if plans for the upcoming Flagship Events [in the next 2-3 months] for each entity[Club/community/society] is submitted in advance to PRO VC-Academic Affairs office.

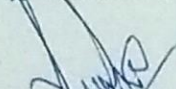
[C] Process Related Points for Compliance

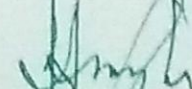
1. **Budget Mapping of Activity/Event to the Entities [Club/Community/Societies]**
 - (i) **Societies:** For *Departmental Societies/Professional Societies/Tech Communities* related Activities/Events, Departmental budget can be utilised.
 - (ii) **Communities:** ED/Director may decide to utilise departmental budgets of 2 or more Departments under the respective Cluster. Activities/Events can be conducted in collaboration with multiple Departments.
 - (iii) **Clubs:** The Event to be conducted in Collaboration with the club, all the collaborating Departments may claim the ownership of the Event. Budget can be utilised either from related departments or PVC-Academic Affairs office.

Note:

- (1) For all the above Entities, the leading Department taking the ownership of the Activity/Event is responsible for handling all the Purchase transactions/Purchase clearing process/HOD Entry Process.
- (2) In case of extended budget approval, exceeding the amount of Rs. 125,000/-, the Department/Institute/Cluster needs to approach the PVC-AA office for approval and/or budget.


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