

ACTIVITY SHEET – PLANNING 2

Activity 1

Proforma for Budget Proposal

1. T.A. for the total no.of
Participants @ ... per person
(Flexible no. X rate) =
2. T.A. for resource persons @
(Flexible no. X =
3. D.A. for participants @
(Flexible X =
4. D.A. for resource persons @
(Flexible X =
5. Remuneration for resource persons =
6. Tea & working lunch for participants, resource persons
& staff @ flexible No. X X Tea X Lunch =
7. Stationery required @
per participant No. X =
8. Cost of preparation of study
materials for participants No. X =
9. Special allotment required (if any)
as in educational Technology Workshop
Science workshop
Field visits
Team Teaching Etc. =
10. Additional remuneration for
workshops or programs
where guidance, group work
where number of Resource persons
is large =
11. Miscellaneous Expenses:
contacting resource persons
printing distribution of certificates
additional cost of materials as the SUPW etc.
postage, auto/bus fare etc. =

Activity 2:

Unit Cost = _____

ACTIVITY 2

- 1) You are appointed as a course director for the conduct of an environmental awareness program. You must train 30 participants. You are provided with a fund of Rs. 25,000.
- 2) Which of the two alternatives you would like? HOW DO YOU PROCEED?
 - A. You are provided with a fund of Rs. 1 lakh and asked to conduct training programs for 150 persons in a residential mode for a duration of 10 days.
 - B. You are asked to propose training programmes for 3 batches of 50 persons/each in the area of content enrichment in developing skills in mathematics for higher primary level with a cost worked out in detail.

Justify your selection with reasons.

SELF-CHECK ACTIVITY

Given below are a set of terms used in this section. Check for yourself whether you can state the meaning of each of them. In case you are not able to state the meaning of any of them, read the concerned portion of the section and ensure that you know the meaning. (You may write the meaning in front)

- 1) BUDGET
- 2) ALLOCATION
- 3) BUDGET PROPOSAL

- 4) STATUATORY NORM
- 5) FIXED NORM
- 6) FLEXIBLENORM
- 7) BILL
- 8) A.C. Bill
- 9) D.C. Bill
- 10) APPROPRIATION
- 11) REAPPROPRIATION
- 12) CASH BOOK
- 13) VOUCHER
- 14) STOCK REGISTER
- 15) ISSUE REGISTER
- 16) STATIONERY
- 17) COURSE MATERIAL
- 18) HEAD OF ACCOUNT
- 19) AUDIT

20) DOCUMENTATION OF FINANCES

21) WORKING LUNCH

22) TRAVEL EXPENCE

23) ATTENDANCE REGISTER

24) DAILY ALLOCATION

25) REMUNERATION

26) PURCHASE RULES

27) SANCTION ORDERS

28) RATIFICATION

29) APPROVAL

30) HONARARIUM