



F.No.AUD/4-92/2024-25/EMF /2685

Dated : 23.10.2024

Notification

It is notified for the information of all concerned that the Board of Management in its 46th meeting held on 07.10.2024 considered and resolved to approve the recommendations made by the Extra Mural Fund committee regarding the guidelines of the Extra Mural Fund. The guidelines are enclosed herewith.

Dean, Student Services

Enclosed:

- Guidelines of Extra Mural Fund (copy attached)

Copy for information to:

1. Office of the Vice Chancellor
2. Office of the Registrar
3. Office of the COF
4. Office the Proctor
5. All

Deans:

SDS/SHE/SUS/SLS/SHS/SES/SCCE/SOM/SDes/SOL/SGA/SVS/SLPS/SHRM & Academic Services/Student Services, Karampura/IT Services/Library/Planning Division

6. Webmaster-For uploading on the website & intranet
7. Notification file
8. E-notice board

Extra Mural Fund Policy for the Schools at Dr. B.R Ambedkar University Delhi

Some of the practice based programmes and programmes with extensive industry interface, field studies, extended field work and internships charge additional Fees against Extra Mural Costs/Industry Interface Costs/Programme Enrichment Costs depending on the nature of programme transaction requirements. This is not consistent across programmes which incur such expenditure as some programmes despite having such needs do not charge such Fees. Fees collected under these heads are solely for these programmes and is utilized for various transactional needs unique to each programme. Moreover, it is to be utilized by the deans for activities articulated specifically for each programme over and above the funds available to each programme under Learning Enhancement accrued as 25% of the Tuition Fees collected by them. Such a provision allows decentralized access to each programme/school to extend financial support to various unique programme needs under the direction and guidance of the school deans and faculty.

As per Agenda item 28.8 of 28th meeting of Board of Management held on 08.09.2020 and Resolution no. 28.8 of 29th meeting of Board of Management held on 14.12.2020:- Reasonable freedom be extended to respective Deans of schools to utilize Extra mural Costs/ Industry Interface Costs/Programme Enrichment Costs and such after working out requirements specifically for their programmes transaction based on school/programme specific norms to support activities unique to the programme transactions. Funds under Extra mural Costs/ Industry Interface Costs/Programme Enrichment Costs etc. be planned for programme requirements based on projected activities and needs and need not be spent in exact amounts every semester. Guidelines for Extra mural Costs/ Industry Interface Costs/Programme Enrichment Costs need to be evolved with flexibility and judicious freedom vested with Deans. Such expenses be incurred under intimation/approval from VC based on the norms formulated by each school/programme.

It is the mandated policy at Dr. B. R. Ambedkar University Delhi that at least 25% of learning should be based on field studies. This policy renders uniqueness to the learning pedagogy of Dr. B. R. Ambedkar University Delhi, and needs to be appreciated as adding value to education by enriching the experience of students.

In addition to the above, Dr. B. R. Ambedkar University Delhi offers various programmes which involve a number of unique learning experiences. There is an immersive component to learning in the schools, involving studios, practical training and skilling activities, seminars, book-reading, usage of stationary/computer resources (material and digital) for which Extra Mural Fund is charged as one of the fee component.

In keeping with the above, the following types of activities may be identified as being covered for partially or completely by the Extra Mural Fund at the level of Schools.

1. Theatre and Performance related expenses
2. Expenses incurred towards supplementing teaching resources when required by inviting eminent experts-in-resident (preferably from National Capital Region(NCR)), Placement Assistance/guest/adjunct/visiting faculty/ Academically/non-academically qualified resource persons (people not covered under UGC guest faculty norms)
3. Studio learning tools and materials/simulation.
4. Unforeseen/ Emergency Medical expenditure during visits/activities.
5. Registration fee/entry fee for participation in domain related events, competitions, festivals, workshop (National /International/online/offline);

6. Participation fee, cost incurred towards preparation and travel for national and international competitions including moot courts, debates and mock parliament and U.N.
7. Organization of specific events, expenses related to Schools like Orientation, placement talks/drives, Alumni connect.
8. Outreach and communication material flyers, publicity material, other displays, smart boards, rent incurred on hiring of space, prizes awarded for the competitions organised by the schools, souvenirs, transporting of equipments.
9. Research capacity building workshops for students.
10. Production cost of Innovative student research outputs including calendars, post cards, games etc.

The amount collected under Extra Mural Fund must be utilised for the same programme as far as possible, and the school must try to book upto 90% of the amount collected during the Academic Year.

Any other activity which is not covered under any scheme/policy of the University may be considered by the competent authority, on the recommendation of the Dean of the School, under this scheme.

The Extra Mural Fund Policy to be reviewed every five years.

Budget Heads for Extramural Funds

Sl. no.	Budget Head	Description
1.	Exhibition	<p>This can cover costs such as lighting, purchasing display equipment such as standees, frames etc, renting display equipment/space such as projection systems, sound systems, renting crafting and making equipment, display materials such as paper, stationery items such as sketchpads, model making materials, 3D printing. Travel to purchase, unforeseen expenditure in procuring materials or any other expenses justified by the faculty supervisor.</p> <p>Rs. 2500/- per student per semester or as per actuals whichever is less.</p>
2.	Events within Delhi	<p>Registration fees for school related events, competitions, workshops, festivals within Delhi.</p> <p>As per actuals.</p>
3.	Events outside Delhi	<p>Registration fees for school related events, competitions, workshops, festivals outside Delhi.</p>

		As per actuals.
4.	Material Resources	<p>School, studio and classroom related needs in terms of model making materials, stationary expenditure and printing (2D and 3D). Travel to purchase, unforeseen expenditure in procuring materials or any other expenses justified by the faculty supervisor. Cost for the production of creative writing publications and Films.</p> <p>Rs. 5000/- per student/year or as per actuals (whichever is less)</p>
5.	Resource Persons	<p>Supplementing teaching resources when required by inviting experts-in-resident, guest/adjunct/visiting faculty/non-academically qualified resource persons and teaching assistants.</p> <p>Maximum of Rs. 6000/- per day</p>
6.	Travel and Hospitality budget for Event organized by the school. Budget for keynote speakers and invitees	Flight fare and to and fro expenditure (economy class). Accommodation charges Event related to keynote speakers and invitees – as per GOI rules
7.	Prize money for Competitions	As per availability of budget
8.	Events related hiring space outside of University for exhibitions, performances, alumni meet, discipline related meet.	As per actuals
9.	Events related Publicity drive for a maximum of five days (Designing and Printing of Posters, Courier Charges, Purchase of web domain and payment to web designer, Expenses for Student workers from any school in the university, Local Travel)	As per actuals following university norms

10.	Miscellaneous and Contingency	<p>This can cover costs like ticket costs in situ, photocopying or any other expenses justified by faculty supervisor in situ. Like medical costs:</p> <p>Rs. 2000/- per student per semester or as per actuals whichever is less for the concerned trip.</p>
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