

Finance & Accounts/2026-27/293

Date: 28.07.2026

URGENT

C I R C U L A R

To,

1. All Principals of the Colleges conducted by S.N.D.T. Women's University.
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu, and Pune Campuses.

Subject: Procedure for approval of proposals involving increase in expenditure, remuneration, honorarium, allowances and other financial implications.

With reference to the resolution passed by the Finance & Accounts Committee in its meeting held on 02.06.2026 (Agenda Item No. FAC M4) and subsequently approved by the Management Council in its meeting held on 22.06.2026 (Agenda Item No. 4D) SNDT Women's University has considered the need to establish a uniform policy for approval of proposals involving increase in expenditure, remuneration, honorarium, allowances, operational expenses, or any other matter having financial implications.

It has been proposed that such financial enhancements shall be considered only after the corresponding increase in fees is duly recommended and/or approved by the Fee Fixation Committee of S.N.D.T. Women's University, so that the additional financial burden is adequately supported through enhanced fee income and the University's financial resources are not adversely affected.

Accordingly, the following procedure has been approved for implementation from the next Academic Year onwards:

Procedure for Consideration of Increase in Expenditure

1. The concerned Department/College/Institute shall prepare a detailed proposal justifying the financial requirement and the necessity for enhancement in expenditure, remuneration, honorarium, allowances, or any other financial commitment.
2. The concerned Department/College/Institute shall first prepare a detailed proposal justifying the financial requirement and the necessity for enhancement in expenditure/remuneration/honorarium/allowances or any other financial commitment.
3. The proposal for corresponding enhancement in fees shall be submitted before the Fee Fixation Committee of SNDT women's University for consideration and approval/recommendation.
4. Upon approval/recommendation of the revised fees by the Fee Fixation Committee, the matter shall thereafter be placed before the Finance and Accounts Committee for consideration of the financial implications.
5. Subsequently, the proposal along with the recommendations of the Finance and Accounts Committee shall be placed before the Management Council for final approval.

6. No financial liability or enhancement involving recurring or non-recurring expenditure shall be implemented unless the above procedure is duly complied with and necessary approvals are obtained from the university authorities.

"RESOLUTION PASSED IN FINANCE & ACCOUNTS COMMITTEE HELD ON 02.06.2026

Resolved that existing practice and procedure may continue regarding procedure for increase in expenditure, remuneration, honorarium, allowances, and other financial implications for current Academic Year 2026-27.

Further resolved that proposed policy and procedure shall be implemented from the next academic year onwards, after obtaining the necessary approvals from the Management Council & Fee Fixation Committee."

"RESOLUTION OF MANAGEMENT COUNCIL MEETING DT. 22.06.2026

RESOLVED THAT the existing practice and procedure regarding approval of increase in expenditure, remuneration, honorarium, allowances, and other financial implications shall continue for the Academic Year 2026-27.

FURTHER RESOLVED THAT the proposed policy and procedure for regulating such financial proposals shall be implemented from the next academic year onwards, subject to approval by the Fee Fixation Committee and the Management Council."

It has been proposed that such financial enhancements shall be considered only after the corresponding increase in fees is duly recommended and/or approved by the **Fee Fixation Committee** of S.N.D.T. Women's University, so that the additional financial burden is adequately supported through enhanced fee income and the University's financial resources are not adversely affected.



(Vikas Vinayak Desai)
Finance and Accounts Officer

Copy submitted to: -

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400 020.
2. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section Record: -

1. Finance & Accounts Section - Standing Order File.