



# St. Paul College

Behind VTC Ground, Ashelepada,  
Near Ganpati Mandir, Ulhasnagar – 421004  
(Affiliated to University of Mumbai)  
NAAC Accredited

## Standard Operating Procedure (SOP)

### Title of Best Practice 1: Mock Budget: Awareness & Understanding National Budget

#### Objective:

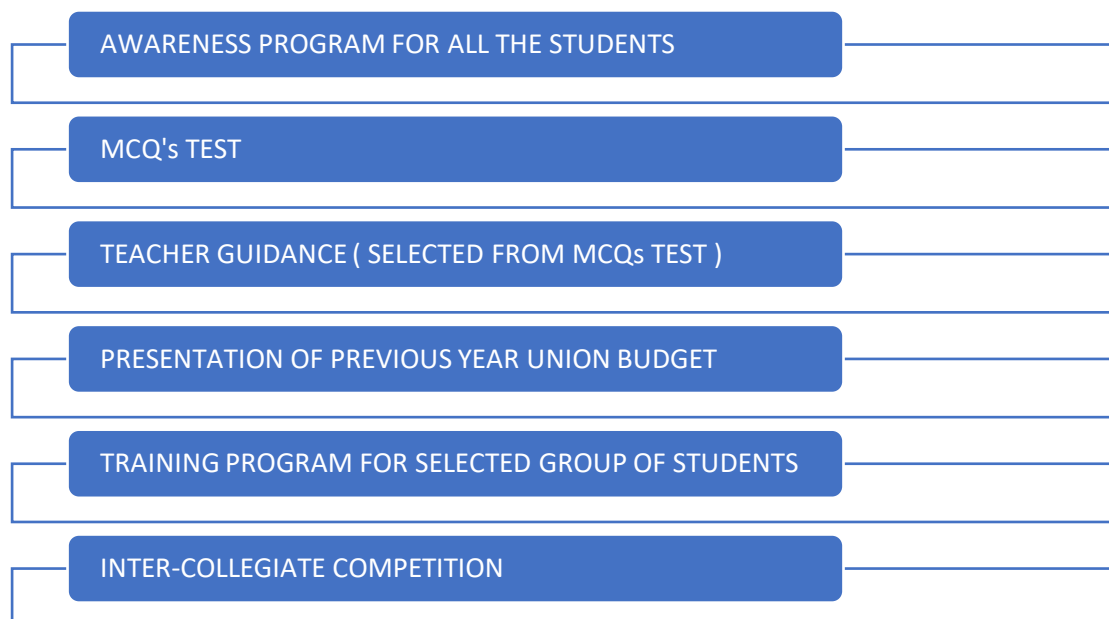
To enhance students' understanding of the National Budget through a structured, multi-phase awareness program aimed at building analytical skills and budget presentation competencies. This program engages students from various departments in evaluative, presentation, and competition-based activities culminating in an intercollegiate event.

#### Scope:

This SOP applies to students of St Paul college as well as other colleges. who are interested in gaining insights into the formulation, components, and implications of the Union Budget.

---

### PROCESS OF MOCK BUDGET: UNDERSTANDING AND AWARENESS OF NATIONAL BUDGET



### **1. Program Introduction and Awareness**

- To introduce students to the fundamentals of the Union Budget and encourage active participation.
- Conduct an awareness session explaining the importance of understanding the National Budget in the month of June – July
- Distribute informative handouts and resources for initial self-study
- Provide a program schedule and outline participation guidelines.

### **2. MCQ Test**

**The MCQs test will be held in the month of August - September**

- To assess students' baseline knowledge and select participants for further stages.
- The MCQ test will cover basic aspects of the previous year's Union Budget.
- Only students scoring above 60% will qualify for the next stage.
- Faculty coordinators to prepare and administer the MCQ test.
- Evaluation of test results and shortlisting of successful candidates.

### **3. Teacher Guidance and Mentorship**

- To guide selected students and deepen their understanding of budget components.
- Assign faculty mentors to each group for personalized support.
- Conduct interactive sessions focused on essential budget topics like allocations, fiscal policies, and implications.
- session on Guidance lectures on MOCK BUDGET conduct in month of September - October
- Students gain clarity on Union Budget aspects and presentation expectations for the next phase.

### **4. PPT Presentation on Previous Year's Union Budget**

**This will be held in month of December**

- To assess students' analytical and presentation skills through group projects.
- Each group must consist of a minimum of two students.
- Presentations should cover key sections of the previous year's Union Budget, including analysis and reflections.

- Content accuracy and depth of analysis
- Presentation skills and group coordination
- Creativity and engagement with the audience
- Faculty members evaluate presentations and provide constructive feedback.

## **5. Selection for Mock Budget Training**

- To select high-performing groups for the Mock Budget training phase.
- Faculty evaluators will review PPT presentations and select groups based on performance metrics.
- Selected groups will receive additional training to participate in a simulated Mock Budget.

## **6. Intercollegiate Mock Budget Event**

### **The intercollegiate mock budget event conducted in the month of January-February**

- To provide a platform for students to apply their presentation skills, budget understanding and compete at an intercollegiate level.
- Groups will present a Mock Budget with hypothetical scenarios.
- A panel of judges will evaluate based on presentation skills, budgetary analysis, policy justification, and financial planning.
- The winning teams at the intercollegiate mock budget event will be declared as: Winner, 1st Runner up, 2nd Runner up, based on their overall performance and innovative approach to budget planning.

---

### **Roles and Responsibilities:**

- **Faculty:** Oversee program execution, mentor students, and evaluate performance.
- **Student Participants:** Commit to active engagement in all phases, from awareness to final event presentation.
- **Judging Panel:** Evaluate the intercollegiate event presentations and declare winners.

---

### **Expected Outcomes:**

- Students gain a comprehensive understanding of the national Budget.
- Enhanced analytical, teamwork, and presentation skills among participants.
- Increased awareness of national fiscal policies and budget impact.

### **Documentation:**

- Attendance records, test scores, and final event scoring sheets will be maintained for future reference and program improvement.

**Review and Feedback:**

feedback will be collected from participants, faculty, and judges to assess program effectiveness and areas for improvement.