



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by NAAC with "A" Grade,
Recognised by UGC under section 2(f) & 12(B)
Approved by AICTE - New Delhi
Permanently Affiliated to JNTUK, SBTET,
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/Accounts/01/2021-22/02

Date: 08-01-2022

OFFICE CIRCULAR

Sub: Strategies for mobilization of funds and the optimal utilization of resources –Reg.

Ref1: Letter dt.08.01.2022 from Dr. T V Rama Krishna, Coordinator, IQAC

Ref2: AQAR-6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As our college is self-financing institution, affiliated to JNTUK, we get the income mainly from tuition fee receipts, as fixed by State Government. The college is also receives amount through bank loans to meet the expenditures for running the institutions. The expenditure mainly consists of salary payments, laboratory infrastructure & building infrastructures and maintenance. For meeting the expenses if there is any deficit of funds, the same is met by the funding from Sasi Educational Society which runs our institutions.

Every organizational unit requiring the financial resources for meeting the operational, maintenance and development expenses shall submit a plan five months ahead of the academic year. The plan shall include the physical resources required and the associated financial budgets for the same.

a.Operational Budget

All expenditure recurring in nature and consumables are to be included in the operational budget. The items to be included in operational budget of Divisions and the College are:

S.no	Division	College
1	Divisional and Lab consumables	Establishment charges (Salaries etc.)
2	Division workshops and symposiums, paper presentation, National and International Conferences	Electricity and Telephone bills
3	Industrial, visits and tours and training to staff TA/DA	Taxes and Interests
4	Postage	Internet charges
5	Guest lectures	News papers and Magazines

6	Affiliation fees	Play grounds and PED consumables
7	Inspection expenditure	College day celebrations, etc
8	Expenditure on continuing education	Incentives and Travel,
9	Divisional celebrations	Postage & Office Consumables
10	Office Consumables	Newsletter, college Magazines

b. Maintenance Budget

This is for the upkeep of the Division and college separately. Division will also maintain expenditure details. The following expenditure is to form part of this budget:

S.no	Division Level	College level
1	Equipment repair / maintenance	General equipment repairs
2	Furniture repair / maintenance	Building repairs and maintenance
3	Modernization / alteration of labs (civil works)	Transport and Vehicle maintenance
4		Generators and electrical maintenance
5		Books maintenance
6		Canteen equipment maintenance
7		Garden maintenance

c. Development Budget

All items that are to be capitalized are to be included in this budget. The following items are to be included.

S.no	Division expenditure on	College expenditure on
1	Equipment	All central facilities like LAN, EPBX
2	Library books	Seminar halls
3	Journals	Play grounds
4	Furniture (Division)	Furniture
5	Subscriptions	Vehicles
6	Increase in intake of existing courses	Audio visual facilities
7	Audio visual facilities	Internet (first time)
		Reprographic facilities
		Water coolers and Aqua guards
		Expenditure on new courses
		Buildings & Land development
		Canteen, Library Books
		Budget for In house funding for R&D

d. Budgetary Control

- i. CDC will circulate the approved budgets to all the organizational units 4 months ahead of the academic year.
- ii. Organizational units requiring the purchasing of various elements shall initiate the proposal for procurement to finance officer who verify the proposals with reference to budgetary provisions and confirming the availability of the budget shall submit its recommendations to the Finance Committee which after the scrutiny of the proposal shall obtain the approval of the Principal. The approvals are forwarded to Finance officer, Purchase committee and the organizational unit.
- iii. Purchase committee shall undertake the procurement using a purchase procedure and the central stores will make available the items to the respective organizational unit through a issue note.
- iv. Similarly when construction is involved, construction committee after making detailed engineering of the construction shall submit proposal for the procurement of material and availing of the services to finance officer who will verify the proposal with reference to budgetary provisions and forward the proposals to finance committee which shall obtain the approval of the principal. The approvals are sent back to estimate committee and finance officer.

e. Re-appropriation of Budget

All expenditure should be confined to the Approved budget and every expenditure for purchase or conduction of any activity, requires prior approval. College reserves the rights to re appropriate the budgeted expenditure basing on utility or for any other reasons from time to time.

f. Planning, Monitoring and Control Mechanism

- a. The planning for revenue and expenditure shall be done by the Head of the Divisions of the college and the deans related to their respective departments.
- b. The HODS in the beginning of the year shall do the planning for the operational and Maintenance budget requirement and forward the same to the AO. The AO shall form the same to CDC for inclusion in the overall plan.
- c. HODS will send the physical planning of capital assets and send the same to CDC through respective departments.
- d. CDC will obtain the financial estimates of the Capital assets from the Finance committee and include the same into the overall planning
- e. The overall planning is sent to Finance committee who will make their recommendation and obtain the approval of the Chancellor and the same communicated to CDC

- f. The monitoring and control of the expenditure shall be done by the Finance Committee as most of the approvals are to be made by the principal through the finance committee before actual expenditure is incurred.
- g. The accounting of the financial transactions shall be done by the finance officer. The transactions related to Capital assets shall be sent by office for accounting.
- h. The transactions related to operational and maintenance expenditure shall be directly accounted by Finance Officer.
- i. Different types of financial statements are made by the Finance officer on quarterly basis and sent to Finance committee for their scrutiny and obtaining the approval of the principal.



PRINCIPAL



CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: PA to principal

Mail & Hard copy to: Principal polytechnic

Mail & Hard copy to: Director, SITE

Mail & Hard copy to: Dr. T V Rama Krishna, IQAC-Coordinator

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS

Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/Accounts/Transport/Hostel/Canteen/Sports

Mail to: All faculty members