FINANCE POLICY

Prepared By

Internal Quality Assurance Cell (IQAC)

Ganga Institute of Technology and Management, Kablana (Jhajjar)

Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of UGC Act, 1956

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FINANCE POLICY OF THE INSTITUTE

The finance policy is evolved by the institution for optimum use of resources forthe achievement of various objectives of the institution in accordance with the Vision and Mission of the institution.

The finance policy of the institution intends to achieve the following objectives:

1. Prudent and effective management of financial resources.
2. Honesty and transparency in all aspects of financial management and financial reporting.
3. To comply with the legal requirements of various Acts.
4. Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
5. To present report to the statutory bodies.
6. To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
7. To deliver maximum benefits at minimal cost.

Three committees viz. Finance Committee, Purchase Committee and Internal Audit Committee will work with mutual coordination under the supervision and guidance of the Director of the Institute in order to achieve the objectives mentioned above.

The role of the Finance Committee is primarily to provide financial oversight for the institution and to discuss the finalization of the budget proposals submitted by various departments and to ensure proper utilization of funds. Finance Committee recommends the Board of Governors for the sanction of Budget for every academic year. The duties of the Finance Committee will normally include responsibility for monitoring the institution's budget during the year.

Composition of Finance Committee:

1. The Director (Chairman).
2. One person to be nominated by the Governing Body of the Institute for a period of three years.
3. Finance Officer of the Institute.
4. One senior Faculty to be nominated by the Director of the Institute.

Term: Term of the Finance Committee will be three years.

Meetings: The Finance Committee will meet at least twice a year

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Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, tooversee:

1. Audited accounts for the above.
2. Fixation/revision of fees and other charges payable by the students
3. Expenses incurred have budgetary provision recommended for approval financial proposals made by other committees with or without modification
4. Necessary formalities have been observed in incurring expenses
5. The bills placed for payment
6. The consideration of proposals for enhancement of wage/allowance or engagement of temporary staff

The finance Committee will monitor the allocation of funds related to meet, additional and special needs such as:

a. Orientation and re-training of Faculty members.
b. Workshop and seminars.
c. Examination related Expenditure.
d. Office equipment, teaching aids and laboratory equipment.
e. Furniture for office, classrooms, library and laboratories.
f. Library equipment, books / journals.
g. Expenditure on meetings of the Governing body and Committees.
h. Honorarium to Experts during Expert lectures, Workshops etc.
i. Renovation and repair not leading to construction of a new building.
j. Extension activities.

PURCHASE COMMITTEE

Purchase Committee is a group of designated staff established for independent review and evaluation of purchasing documentation whose main objective is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references, credentials etc. Purchase Committee (PC) is established and managed by a senior Faculty in the Institute with the responsibility for the successful outcome of the evaluation process under the guidance of the Director.

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Objectives:

- To ensure that equipment / accessories are procured through standard procedure including major & minor purchases of the institution.
- To prepare the annual procurement plan of the institution.
- To provide support to the department HODs/Lab In-charge Faculty members for procurement of goods / services in efficient, economic andtransparent manner.
- To support the Finance Committee to allocate the required fund and itsoptimal utilization.

INTERNAL AUDIT COMMITTEE

An effective Internal Audit mechanism is intended to assist in effective functioning of the Institute and in achievement of its Vision and Mission in an efficient manner. It conducts Financial Audit (audit of the annual accounts) and Compliance Audit (audit of transactions) of the Institute every year.

Internal Audit Committee has to work with the office accountant and build capacities of the audit/accounts personnel of the Institute and to guide them in achieving their objectives /targets in a more efficient manner.

Major duties and responsibilities of internal audit functionaries are summarizedas below:

- Study of accounting procedures, including maintenance of records in the institute with a view to ensuring that they are correct, adequate and free from any defects or lacunae;
- Reports risk management issues and internal controls deficiencies identified directly to the Finance Committee through the Director and provides recommendations for improving the organization's operations, in terms of bothefficient and effective performance;
- Scrutiny and check of payments and accounting work of the accounting units;
- Periodical review of all accounts including cash book, bank reconciliation statement and store records as well as physical verification of stores.

Policy for financial delegation to the Institute

Title: This policy shall be called the Delegation of Financial Powers policy in the Ganga Institute of Technology and Management, Kablana.

Extent and Application. – This policy contains the details to powers which have been delegated to the various authorities and officers in Ganga Institute of Technology and Management, Kablana The application of this policy shall extend to the Institute, Department Heads, faculty and coordinated Research Projects etc. implemented in the Institute and shall come into force with effect from the date of notification.

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Definition: –

(a) The term "delegation" with its cognate expression means delegation of financial powers as specified in the Schedule of these rules.

(b) "Institute" means the Ganga Institute of Technology and Management, Kablana.

(c) BOG means Board of Governors.

d) "Chairman" means the Chairman of Board of Governors in Ganga Institute of Technology and Management, Kablana.

(e) "Director" means the person appointed by the Chairman.

Source of Power:

Ganga Institute of Technology and Management have full authority to perform all acts and issue such directions as may be considered necessary to the attainment of the Board of Governors. The Board of Governors constituted shall pursue and carry out the object and in doing so shall set forth the policy directions and guidelines. The affairs and funds of the Institute are managed administered, directed and controlled, subject to the rules, by-laws and orders of the Board of Governors, by the Institute Authorities.

Authority of the Institute means. –

1) Board of Governors
2) Director of the Institute
3) The IQAC
4) Academic Monitoring Committee
5) Heads of the Departments
6) Faculty

Powers of the Director:

The Director of the Institute is authorized to spend an amount of INR 10000 without permission from the Board of Governors for the growth of the Institute in various heads viz. Infrastructure requirements, Equipments, refreshments for the expert's conveyance to the faculty for attending FDP, Workshops and any other duties assigned to the faculty for institutional work.

Powers of the Heads of the Department:

The Heads of the departments can spend an amount of INR 20000 per semester for consumables

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in the laboratory any repair work required, books and for conveyance to the faculty for academic work or official work of the department. He/She has to produce the bills for the same in the accounts department after the expenditure is incurred and the payment will be reimbursed.

Powers of the Faculty:

- The faculty can spend an amount of INR 2000 for purchase of books for the benefit of the students and the faculty. The bills for such books purchased should be submitted in the accounts department within time and after verification the reimbursement will be done by the accounts department.
- The expenditure incurred as part of the delegation of financial powers in various heads may be subjected to audits external/internal.

Financial powers delegated are shown in table below:

S.No.	Designation	Financial Autonomy(INR)
1	Director	100000
2	Head of the Department	20000
3	Faculty	2000

The above financial powers has been approved by the Board of Governors in the meeting of the Board of Governors and hence approved by the Management.

Prepared by:

Coordinator –IQAC

Approved/ Not approved

Director

DIRECTOR

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