

**Dr. D. Y. Patil**

Founder Dr. D. Y. Patil Group

**Dr. Sushant Patil**

President, DYPEF

**Dr. Suresh Mali**

Principal, DYP COEI

## ANNUAL BUDGET PREPARATION POLICY

Following procedure and process mechanism has to be adopted for planning and allocating financial resources. The preparation of department and functional budget prompts the framing of Institutional budget with a Participative Management System. The systematic Internal and External audit regulates the whole financial aspects of both income and expenditure of the institution.

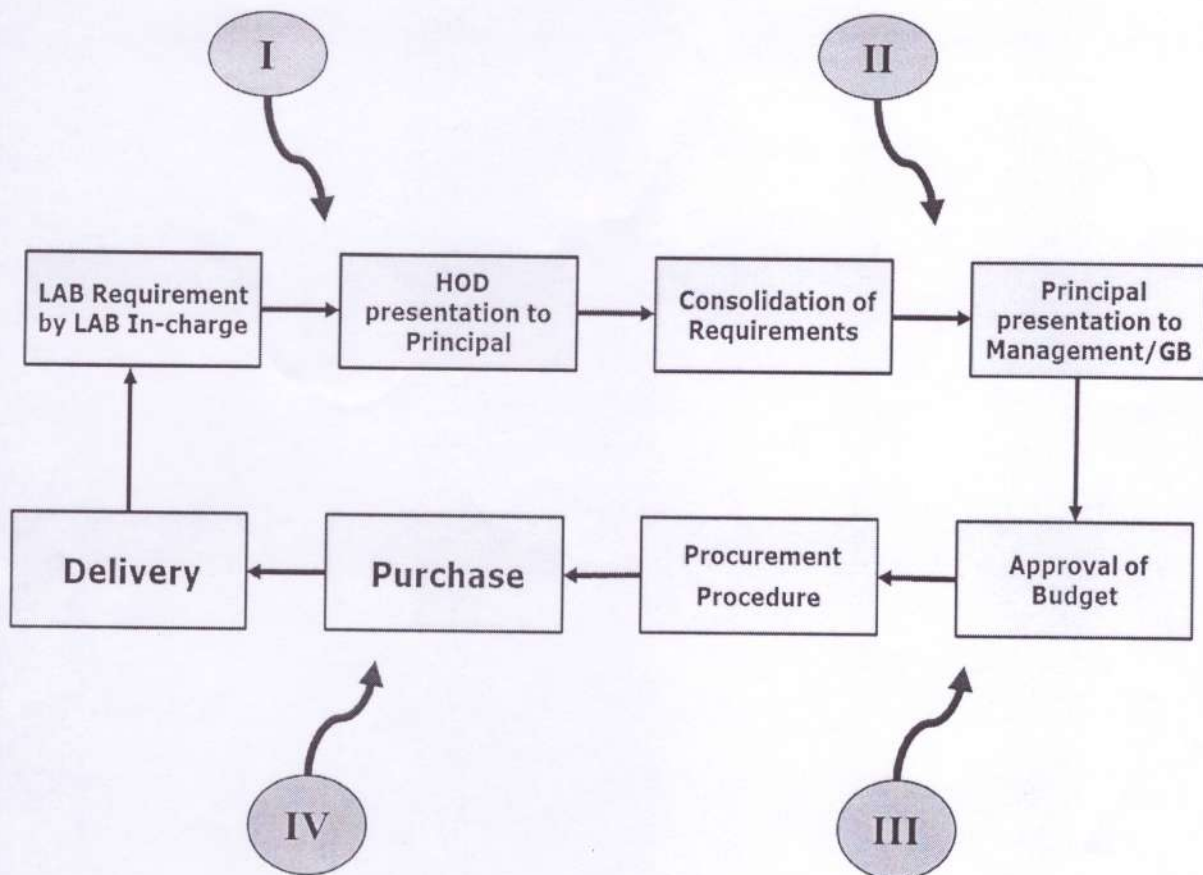
### The step-by-step procedure

1. **Annual requirements for the Department are prepared by the Head of Department (HoD) after taking inputs from faculty and lab in-charges**
2. After discussion with the Principal, HoD **finalizes the budget** and submits it to the principal.
3. On **approval in GB**, the account section issues the approved budget to the principal and to the HoDs.
4. On receiving the approved budget, departments initiate the **purchase process**.



  
Accounts Officer  
Dr. D. Y. Patil Educational Federation  
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The step-by-step procedure is as shown in the following figure.



Following points are to be consider while preparing the Annual budget of the institute:

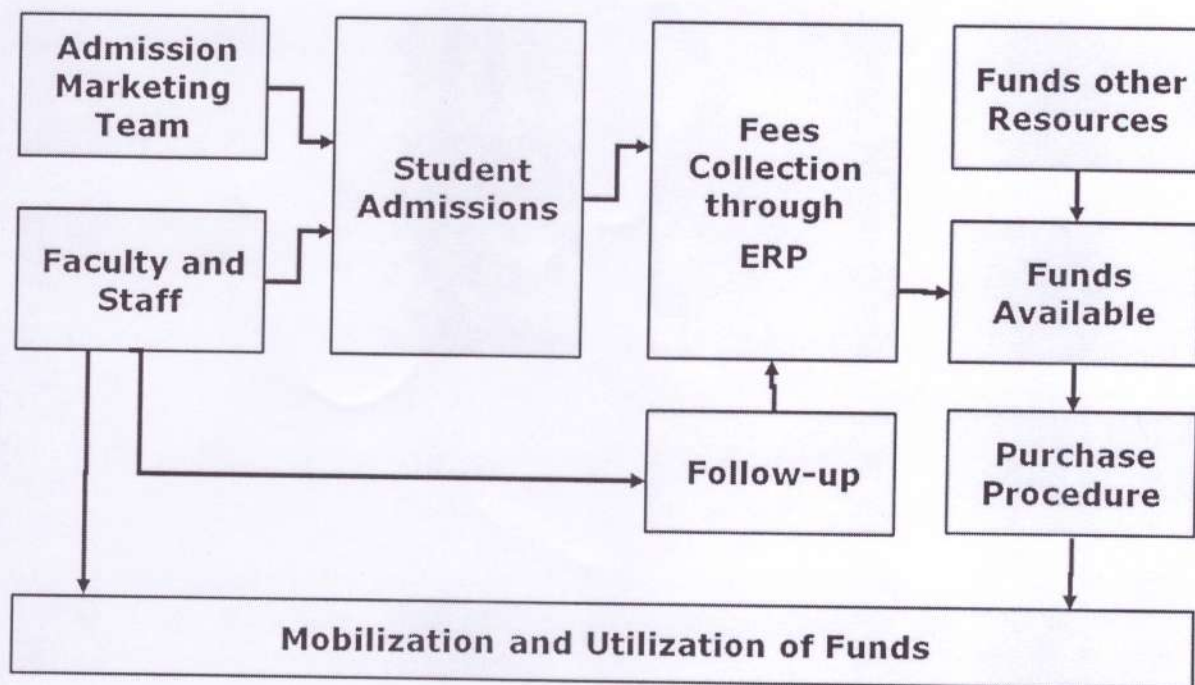
- ☐ **Source of Income** – Student Fees
- ☐ Social Welfare, GoM and DTE Follow-up
- ☐ **Availability of Funds**
- ☐ Principal has financial authority of **Rs.1,00,000/-**
- ☐ Hods has financial authority of **Rs.20,000/-**
- ☐ Principal meeting with Hon'ble President
- ☐ On receiving the approved budget, departments initiate the **purchase process**.
- ☐ **Internal Financial Audit**
- ☐ **External Financial Audit**



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An external auditor appointed by the DYPEF executes the **statutory audit quarterly** as well as **at the end of the financial year**.



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# The Annual Budget Format

Annual Budget of the Institute FY- 20 -- - 20 --

<b>Anticipated Income:</b>		Budget-2019-20	Remark
Number of Students			
Average Fees per Students (Rs.)			
Expected Income from the Fees (Rs.)			
<b>Expenditure Budget:</b>		Budget-2019-20	Remark
Sr. No.	Particulars		
<b>A. NON-RECURRING</b>			
1	Library Books,		
2	Furniture & Fixtures		
3	Office & Electrical Equipment		
4	Laboratory Equipment		
<b>TOTAL (A)</b>			
<b>B. RECURRING EXPENDITURE</b>			
1	Teaching and Non-Teaching Salary		
2	Visiting and Expert Lectures		
3	Laboratory Consumable		
4	Maintenance and Spares		
5	Research and Development		
6	Training & Placement Expenses		
7	Transportation and travelling		
8	Advertisement Expenses		
9	Affiliation and charges		
10	Gardening expenses		
11	Internet expenses		
12	Electricity/ Power and Fuel Expenses		
13	Website Designing and maintenance		
14	Seminar and Workshops		
15	Students Welfare		
16	Students Festival & Cultural Activities Exp		
17	Students Sports & Gymkhana		
18	Staff Welfare		
19	Printing and stationary		
20	Miscellaneous Expenses		
<b>TOTAL (B)</b>			
<b>TOTAL (A+B)</b>			

Proposed by

Principal

Verified by

Account Officer

Approved by

President/ Secretary

Dr. D. Y. Patil College of Engineering and Innovation, Talegaon, Pune

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The college has the mechanism for both internal and external financial audits. Meetings will be conducted regularly for settling various accounts of the institution.

### External Audit

- Management-appointed External Auditor audits the annual accounts regularly.
- Annual Audit by the external auditor must complete the audit up to the end of financial year.

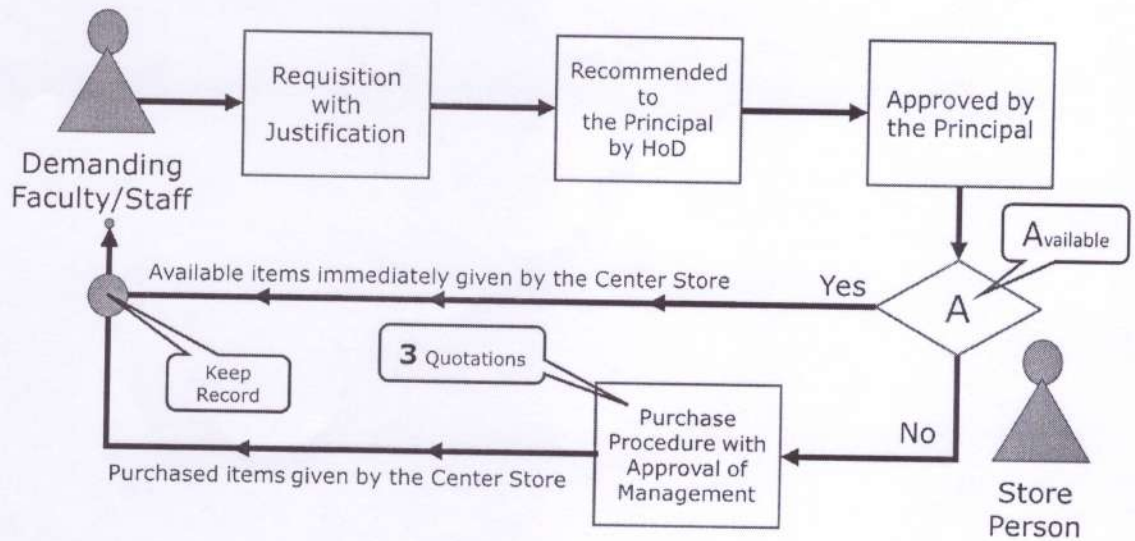
### Internal audit

- The income and expenditure of the institution will be verified by the Principal on daily basis.
- Office Superintendent and Accountant will check cash ledgers on daily basis. Funds received from various agencies are properly accounted, vouched and verified in the college office and finally checked by the principal.
- Internal auditor DYPCOEI Management audits all the financial transactions of the college. For the regular maintenance of accounts, the Staff members are also assigned duties. The expenses of the college are incurred in accordance with the budget approved by the College GB every year.
- All the HODs and other faculty in charges are given power to utilize the funds as per the guidelines with the approval of the principal.
- The college is maintaining the internal finance approval system for all expenses is in place.
- All the vouchers and bills are audited once in a month by an Internal Auditor.
- The audit objections and report of the internal auditors is discussed in the management meeting conducted every month.





## Requisition and Supply of day-to-day Requirements



## Sample Requisition

College/Institute Name : **Dr. D.Y.PATIL COLLEGE OF ENGINEERING & INNOVATION**

**STORE REQUISITION**

REQ. NO. : R/2023-2024/

TO: The Purchase Authority / Store In-charge. DATE: 01/12/2023

FROM : Mr. Prof. Sherin Kurian & Prof. Supriya Rout

REFERENCE: Purchase Committee Meeting Dated : ..... Dep. : FE

Details of Items To Be Procured ↓

Sr	Item	Qty.	Required By Date	Store In available Stock	Approximate Amount
1	Audit Course Printout.	100			
2					
3					
4					
5					
6					

**NOTES:**

01. Indentor must ensure completeness and correctness of description of items to be procured along with any other special requirements such as test certificates.

02. In case of any deviations, Purchase Authority must ensure relevant corrections in this indent, duly initialed by the indentor.

03. Materials will be delivered within 3 days from The day requested.

INDENTOR: [Signature] STORE: [Signature] Principal: [Signature] President/Secretary: [Signature]

01/12/23



[Signature]  
Accounts Officer

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