

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Budgeting requirements of the University towards maintaining and utilizing of physical, academic and other support facilities are finalized on an annual basis under the following broad categories:

- 1. New projects/ programmes:** Proposals for new projects/programmes planned for introduction in the following academic year are invited from the various Schools/Centers of the University around August/September every year under the directions of the Vice Chancellor. These requirements are consolidated at the department/school level initially and finally at the University level by the Registrar. Budget proposals and the implementation plans are placed before the Planning and Monitoring Board of the University for Scrutiny and recommendation. Upon recommendation by the Planning and Monitoring Board, the estimates are included in the consolidated budget of the University which are then submitted for further scrutiny to the finance Committee and finally for approval by the Board of Management.
- 2. Existing projects/programmes:** The proposals towards non-recurring expenditure and recurring expenditure towards maintaining and utilizing physical, academic and other support facilities are invited during September/October every year pertaining to the following academic year. These proposals are initially discussed at the School/ Department level and sent to the Registrar after finalization. The proposals are then scrutinized by a budget committee chaired by Vice chancellor in which the Registrar is the Secretary. The individual Heads of the Schools/ Departments are invited for discussions with the budget committee and consensus is arrived at on the items to be finally included in the budget. The estimates towards the Existing projects are combined with those of the new projects and are submitted for scrutiny by the Finance Committee. Based on the recommendation of the Finance Committee the budgets are approved by the Board of Management.

- 3. Implementation process:** The budget approved by the Board of management is communicated by the Registrar to the various Schools/Centers/Departments of the University. The Deans/Directors/Heads of Departments then take action to obtain quotations and prepare comparative statements for submission to the Purchase Committee headed by the Registrar of the University. Upon approval by the Purchase Committee, purchase orders/service contracts are released duly signed by the competent authority according to the delegation of powers of the University.