

- Every year principal prepares Institutional budget for recurring and non-recurring expenditure.
- Accordingly, all administrative and academic heads are requested to submit the budget required for the subsequent financial year.
- All the major financial decisions are taken by the College Development Council (CDC) and Senior College Committee and finally the Government Body of Society.
- As and when urgent requirement arises, it is given after sanctioned received from corporate office.
- Institute adheres to utilisation of budget approved for academic and administrative expenses by management.
- After final approval of budget, the purchasing process is initiated by purchase committee of all Heads of the Departments and Account Officer. According to the quotations purchase orders are placed.
- The payments are released after delivery of respective goods, it is done as per terms and conditions mention in the purchase order.
- All transactions have transparency through Bills and Vouchers. The bill payments are passed after testing and verification of items.
- Respective faculty members ensure, whether suitable equipment is as per the quoted standards with correct specification is purchased.
- It is monitored by purchase committee and principal at institute level then Finance Department at corporate office level.

Financial Audit is conducted by Chartered Accountant.



**PRINCIPAL**  
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