

The Process of Budget Allocation

In the month of January budget requirement is submitted by all the department of college. It includes annual requirement of science laboratory instruments as well as chemicals & Glassware. It also includes the requirement of books, infrastructure facilities, repair & maintenances, stationery etc.

The central library requirement includes Books, Journals & periodicals, Daily News Paper, Stationery, infrastructure facilities, repair & maintenances, AMC of Software charges etc.

The Department of Sports and Physical Education also submits requirement of Sports Material, T.A. & D.A. for sportspersons, tentative expenditure of Zonal & Inter Zonal sports competition organization, infrastructure facilities, repair &, stationery etc.

The NSS Unit submits the budget for conducting regular programme activities, Special camp expenditure, infrastructure facilities, repair & maintenances, stationery etc.

The college administrative office submits the annual expenses on Stationery, Printing, Non-Grant teaching & nonteaching staff payment, travelling expenditure, Furniture & Dead stock, Bank commission, Postage Expenditure, University Application Fee, Function Expenditure., Telephone Bill, Miscellaneous expenditure, Competition expenditure, etc.

Data collected from all the sections of the college is consolidated with the help of expecting number of admitted student, and then we generate the amount receipt. The amount to be paid is calculated on the data received from the different sections of the college. We get sanction for this prepared budget in the College Development Committee meeting. The College Development Committee finalizes the annual budget. The CDC gives ultimate sanction for the allocation of annual budget to be dispersed under different heads.