Ref No: SLRTCE/545   Date: 19/10/23

SOP of Budget Approval

The following is the Process of Budget Approval :

Step 1: In Governing Body revenue Projection is done. Based on salary and non-salary expenditure for the next year. Draft budget based on reverse engineering calculation is done based on revenue and FRA guidelines for planning of salary and non-salary expenditure. The draft budget is discussed and suggestion are taken in GB meetings

Step 2: The requirement from the departments are taken from department in the form of must and desirable expenses. The department is also asked for justification of their requirement.

Step 3: the requirements of each department based on intake is analyzed and then final budget is allotted to the department. The Budget is then approved from Governing Body.

Step 4: Justification from department on how they were able to conduct academic activities when no fund was received is taken from HOD. If purchase is not done justification is taken from head office as well so as not to compromise the quality of teaching-learning.

Signature:

Name: Dr. Deven Shah.

Designation: Principal.

PRINCIPAL
Shree L. R. Tiwari College of Engineering
Kanakiya Park, Mira Road (E).