



KLE Society's
S. NIJALINGAPPA COLLEGE



II-Block, Rajajinagar, Bengaluru-10
Re-accredited by NAAC at A⁺ grade with 3.53 CGPA
College with UGC-STRIDE Component – I
Phone: 080-23526055, 080-23325020, Fax 080-23320902

Website: www.klesnc.org

E-mail: info@klesnc.org

Finance Policy (Revised guidelines from 2019)



INTERNAL QUALITY ASSURANCE CELL





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Finance Policy

(Revised Guidelines w. e. f. 2019)



FINANCE POLICY OF THE COLLEGE

The finance policy is framed by the IQAC of the institution by conducting brain storming sessions in association with the management authority for optimum use of resources for the achievement of various academic and administrative objectives in accordance with the Vision and Mission of the college.

The finance policy of the institution intends to achieve the following objectives:

1. Mobilization of funds from the government, non-government organizations and philanthropists for the benefit of the stakeholders of the college.
2. Prudent and effective management of financial resources for student supporting system, academic, research and administrative purpose.
3. Faculty/admin/management members/representatives involved in committee must be honesty and transparency in all aspects of financial management and financial reporting.
4. To comply with the legal requirements of various Acts.
5. Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
6. To present/submit reports like progress report, audited utilization certificates to the statutory bodies.
7. To execute projects prepared by the faculty/students/researchers according to the terms of conditions of the college authority, donor and to achieve the goal of the project.
8. To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
9. To deliver maximum benefits at minimal cost.

Three committees viz. Finance Committee, Purchase Committee and Internal Audit Committee will work with mutual coordination under the supervision and guidance of the Principal of the college in order to achieve the objectives mentioned above with the support



of college develop committee, Research and Development Cell of the college.

Role of the finance committee:

The role of the Finance Committee is primarily to provide financial oversight for the institution and to discuss the finalization of the budget proposals submitted by various departments and to ensure proper utilization of funds. Finance committee will pass the proposals after the approval from research & development cell and college development committee. FC advise the faculty and other committees to submit the proposals for funding to the different agency and monitor the applicability and feasibility of the proposals. Finance Committee recommends the Governing Body for the sanction of Budget for every academic year. The duties of a Finance Committee will normally include responsibility for monitoring the institution's budget and a requirement to take corrective action to address issues such as potential overspending arising during the year. It also serves as an advisory team, which would offer sagacious suggestions to the Governing Body to use the funds with discretion.

Composition of Finance Committee:

1. The Principal (Chairman).
2. Management representative nominated by the Governing Body of the college
3. One or two senior-most teaching faculty of the college to be nominated in rotation by the Principal. (preferably from the background of Commerce, Management or mathematics departments)
4. Office superintendent/FDA of the college.

Term: Term of the Finance Committee will be three years.

Meetings: The Finance Committee will meet at least twice a year



Quorum and other standard tenets;

- Attendance of 2/3 of its total strength is considered the quorum for the meeting.
- The committee may approve the proposals submitted by the departments/individual faculty/researchers after thorough discussion and practical feasibility and benefits to the college and stakeholders.
- Any member of the committee may propose innovative proposal for the proper utilization and he/she is advised to prepare a full-stretch document of the project put forward with projected financial commitment with relevant documents failing which such open suggestions can be deferred to the next meeting by requesting the members to be more focused in their approach.
- The resolutions are strictly confidential and shall be confined to in-house circulation, and if any member is found leaking the information to external agencies, the matter shall be reported for correctional administration.
- The consideration of proposals for enhancement of wage/allowance or engagement of temporary staff to the principal.
- The finance Committee will monitor the allocation of funds related to meet general, additional and special needs such as:
 - a. Faculty and student development programmes
 - b. Revision and update of curriculum of certificate and value-added courses meeting, sitting charges and remuneration of members attending the meeting.
 - c. International/national level conferences/seminars/workshops/hands on training to the students and faculty
 - d. ICT enabled appliances, internet, computer accessories, laboratory equipment, office equipment, teaching aids and other student supporting facilities.
 - e. Furniture for office, classrooms, library and laboratories
 - f. Library software, equipment, books / journals etc.
 - g. Expenditure on meetings of the academic committees
 - h. Registration fees/TA/DA to the teachers attending the conference/seminars at state/regional national/international level presentations or any sports events participation.
 - i. Renovation and repair of infrastructure (excluding the construction of a new building)
 - j. Extension activities expenditures



PURCHASE COMMITTEE

Purchase Committee of the college includes Principal, Management representatives, senior faculty members and Administrative staff (Office superintendent) established for independent review and evaluation of purchasing proposals with the main objective is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references, credentials, installments and freight charges etc. Purchase Committee is established by Principal with the suggestion of finance committee and managed by a senior professor in the college with the responsibility for the successful outcome of the evaluation process under the guidance of the Principal.

Objectives:

- To ensure that equipment / accessories is procured through standard procedure in major & minor purchases of the institution, management guidelines and funding agencies like UGC, DST and DBT etc.
- To prepare the annual procurement plan of the institution.
- To provide support to the department HODs/Coordinators/Lab In-charge Faculty members for procurement of goods / services in efficient, economic and transparent manner.
- To support the Finance Committee to allocate the required fund and its judicious utilization.

Meetings

The Purchase Committee shall meet as and when needed.

Tenure of the Purchase Committee

Tenure of the Purchase Committee shall normally be three years. The Principal, if not satisfied with the performance of the existing Committee, may reduce its tenure, and if satisfied, may extend the tenure for another three years.

INTERNAL AUDIT COMMITTEE

An effective Internal Audit mechanism is intended to assist in effective functioning of the Institute and in achievement of its vision and mission in an efficient manner. It conducts Financial Audit (audit of the annual accounts) and Compliance Audit (audit of transactions) of the Institute every year. Preliminary Internal audit will be done by the senior faculty of



the commerce (who is authorized by the Principal). After evaluation of the documents/accounts of the utilization of grants. Further the internal audit committee constituted by the management includes the Chartered Accountants and admin staff of the college under the supervision of the Principal.

Internal Audit Committee has to work with the office accountant and build capacities of the audit/accounts personnel of the Institute and to guide them in achieving their objectives/targets in a more efficient manner.

Major duties and responsibilities of internal audit functionaries are summarized as below:

- Study of accounting procedures, including maintenance of records in the institute with a view to ensuring that they are correct, adequate and free from any defects or lacunae; further the internal committee report the compliances to the Principal and the same may forwarded to the Management for further action.
- Provides support to the institute's anti-fraud programs.
- Monitor the proper implementation of the prescribed procedures and the instructions/orders issued from time to time.
- Scrutiny and check all the payments and accounting registers of respective accounting units.
- Investigate the important arrears in accounting and other related records.
- Periodical review of all accounts including cash books, banks statements and stored records as well as physical verification of stores.


Co-ordinator
Internal Quality Assurance Cell
S. Nijalingappa College, Bengaluru-10




Principal
KLE Society's S. Nijalingappa College
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