FINANCE POLICY

Duraimurugan Educational Trust was established in the year 2007 to serve the society. Institutional financial management is a well-planned and transparent mechanism. The Resource Mobilization Policy enumerates strategies and protocols for financial planning and fund mobilization. The Management monitors the optimal utilization of funds in a manner that promotes learning and keeps in line with the vision and mission of the institution. The process involves various committees of the institute as well as the Department Heads and Accounts office.

Objectives

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

- Prudent and effective management of financial resources.
- Honesty and transparency in all aspects of financial management and financial reporting.
- To comply with the legal requirements of various acts.
- Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting, etc.
- To execute the project according to the terms and conditions of the donor and to achieve the goal of the project.
- To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
- To deliver maximum benefits at minimal cost.
- To practise standards according to practices in the management of financial resources.

Planning Infrastructural requirements

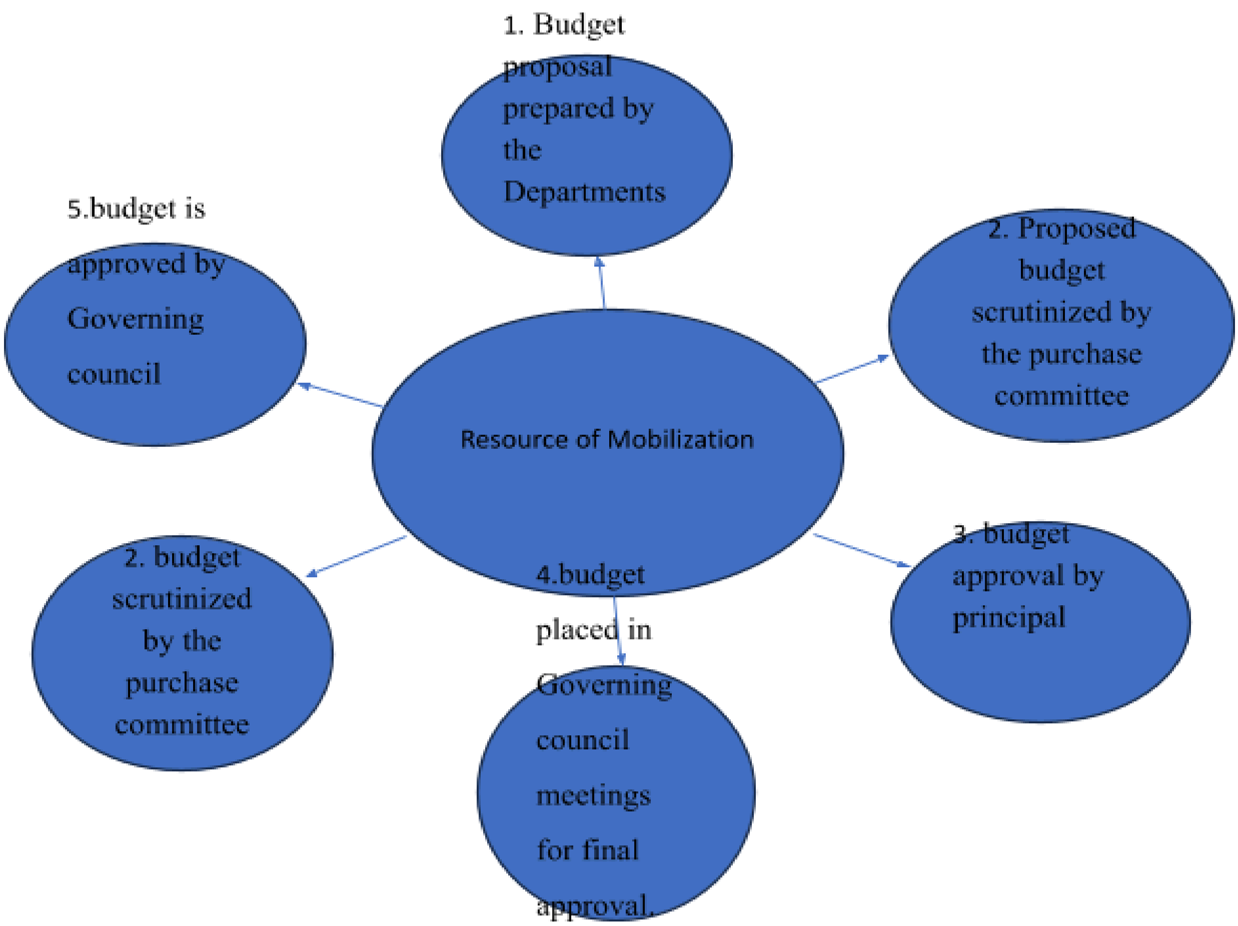
- In order to operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements are worked out by the Governing Body in terms of financial load and time needed.
- Programme-wise budgets for equipment, instruments, and consumables, are prepared by the HODs and submitted to the principal.

The main sources of funds are:

1. Students Tuition Fee
2. Duraimurugan Educational Trust Fund
3. Alumni Contribution
4. Government and Non-Government Agencies.
5. Funds received from the industries for consultancy work.

The institute budget is finalized in the following procedure:

- The budget proposal for every academic year is prepared by individual departments.
- The collective budget proposals are scrutinized by the Finance committee at the college level and thereafter submitted to the principal
- After the principal approval, the budget proposals are placed in Governing council meetings for final approval.
- The Governing council approves almost 90% of the budget proposed by the departments.
- At the end of every year, all the departments should submit the utilization details to the principal.
- The Finance committee of the college take the review of department fund utilizations.
- All the incomes and expenditures of the institute are effectively monitored by the principal in consultation with the accounts department and management of the institution.



Utilization of Funds:

- The finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses.
- The quotations are scrutinized by the finance committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.

Financial Audit of Grant

The college adopts the following mechanism for conducting financial audits. The institute has established a mechanism for conducting Internal and External Financial audits every year to ensure Financial Compliance. The Management has appointed a Chartered Accountant as the external auditor of the Management accounts. The statutory financial audit of all accounts of the College is conducted after the end of the financial year from April to March. Finalization of accounts is completed by September and the audited statement is prepared in the same month.

The College is a self-financing institution, the source of funds is mainly the Tuition fee paid by students admitted to the institution. The management and the institution have a well-defined financial policy to ensure effective and optimal utilization of resources for academic, administrative and developmental activities which help to achieve the institute's vision and mission.