

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

KEY INDICATOR-6.4 Financial Management and Resource Mobilization

6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources

The institute has an effective system at place to track how well the financial resources are being used. The financial budget for the academic year is prepared by considering all the possible income and expenditure. Budget approval under Governing body twice a year then our technical equipment's, material, books & Journals purchase takes place through central body so to optimize the expenses. Being a self-financed college, the primary source of income to the college comes from the fee paid by the students. Every year, the college fees is approved by the Fee Regulating Authority, Government of Maharashtra by considering various expenditures of the institute including the audit reports. The institute conduct the admission process of all the programs as per the norms of the government and the fee is collected in the form of payment through Sinhgad institute student APP, demand draft, NEFT etc. Various funding schemes of SPPU under QIP are utilized for organization of conferences, workshops, Purchase of examination and sports related equipment's. Research funds are also received by the faculty members from ASPIRE, BCUD. The Institute apply for various schemes of NSS and Student Welfare Department of SPPU and accordingly utilize the sanctioned funds for organizing various activities as per the norms of SPPU.

1. Resource Utilization Strategies

At the beginning of every academic year, all the departments prepare a budget based on the requirements, such as the purchase of equipment, instruments, consumables, etc. The financial requirements of each department are compiled and forwarded to the Director. Director reviews the budget and presents it to the Local Management Committee (LMC) for approval. The LMC critically reviews the budget and after necessary modifications / corrections, it approves the budget. Once the budget is approved, the Heads of Departments can proceed with the planned activities.

2. Salaries of the Employees

The salaries of employees are paid as per the statutes and norms of the SPPU and the Govt. of Maharashtra. The remuneration/honorarium is given to visiting/guest faculty for various academic and administrative events. The institute supports the faculty and staff by way of partial payment of registration/travelling expenses whenever they attend seminars/workshops/conferences/FDP/ NPTEL courses etc.

3. Augmentation of Infrastructure

As per the requirement in syllabus, the infrastructure is augmented in terms of classrooms, laboratories, instruments, equipment, software, hardware and Furniture etc. The institute has a centralized purchase committee headed by a senior faculty, which ensures a transparent policy in procurement of all the items as per the allocated budget of the department.

4. Consumables

Funds are effectively utilized for the purchase of stationary requirement and other consumables.

5. Repairs and Maintenance

The institute has a well-defined process for repairs and maintenance of civil work, electric work, annual maintenance work, Computer based repairs etc.

6. Library expenses

The institute allocate funds to the central library and the same is effectively utilized for the purchase of books, newspapers, magazines, journals and other e-resources as per the requirements of syllabus revision by the SPPU.

SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F - 8282 (Pune) dt. 12/8/93)



Sinhgad Institutes

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune 411 004.

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PROF. M. N. NAVALE
M.E. (Elect.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/2022-23/922

Date:- 03.08.2022

Subject :- Regarding approval to Purchase Orders /Work Orders.

Ref. :-
1) Circular No. STES/2017-18 dated 07.06.2017.
2) Circular dated 30.01.2018.
3) Circular No. STES/2018-19 dated -----07.2018.
4) Circular No. STES/2021-22/1765 dated 03.09.2021.

CIRCULAR

Instances have come to the Notice of Management that:-

1. No proper scrutiny about requirement; Price and quantity of material required is made in many cases while submitting Purchase Orders to Management for approval.
2. Stock of the material in hand is not taken before preparing the Purchase Orders. No review is taken about requirement.
3. Advance action assessing need of the situation is not taken and purchase orders are rushed to Head Office on emergency basis.
4. In some instances purchases were already started in anticipation of Approval from Management; which is not a desirable practice.
5. Market price of the products from renowned companies are not checked and purchase orders are prepared hastily without proper scrutiny.
6. Approval of Purchase Committee and Head Office it is not obtained while submitting Purchase Orders to Management in many cases.
7. Purchase Orders are submitted in piece-meal without considering requirements of other institution etc.
8. GST is not properly worked out item wise making difficulties in payments to vendors by Finance Department. GST is required to be mentioned separately in the Purchase Order.

All these instances are not at all appreciated by Management; and in certain cases Purchase Orders are required to be returned to concerned units for compliance.

To avoid this kind of situation; and in supersession of all previous circulars following instructions are hereby reiterated for implementation to all institutions /unit and to take proper care while preparing and submitting Purchase Orders for approval of the Management.

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Rachana M. Navale
Vice-President

We have already formed Purchase Committee consisting of following Officers:

- | | | |
|---|------------|--|
| 1) Dr. S. D. Lokhande, Principal,
Sinhgad College of Engineering, Vadgaon (BK.), Pune | - Chairman | |
| 2) Dr. V. V. Dixit, Principal,
RMD Sinhgad School of Engineering, Warje, Pune | - Member | |
| 3) Dr. D. T. Mandlik, Director,
Sinhgad Institute of Business Admin. and Research, Kondhwa, Pune | - Member | |
| 4) Prof. D. V. Khankal, Assistant Professor,
Sinhgad College of Engineering, Vadgaon (BK), Pune | -Member | |
| 5) Mr. Sachin Mahadik, System Administrator,
Sinhgad College of Engineering, Vadgaon (BK), Pune | -Member | } For
Software
and
Hardware
etc. |
| 6) Mr. Chiraayu Raval, Sinhgad Data Centre
Sinhgad College of Engineering, Vadgaon (BK), Pune | -Member | |

Prof. D. V. Khankal, Assistant Professor is also entrusted with the responsibility to collect neap information and to co-ordinate with all Institutes/Colleges to consolidated the requirement. Such instances and attitude is not at all desirable which ultimately affects quality of products as well as financial miss management and unnecessary burdens finances of the society.

1. The Principals/ Directors of all institutes shall forward the requirements of Equipment/Consumables/Services along with the technical details, relevance of the equipments to the syllabus or research and development to the above committee with necessary number of usage, source estimated cost and approved budget for it. Care should be taken that sanctioned budget is not exceeded while placing purchase order.
2. The committee will identify the Equipment/Consumables/Services to be procured centrally, and to be procured by the department of respective institutes. It will compile the total requirement of Equipment/Consumables/Services for all institutes to be procured centrally, discuss the product in detail with the authorized dealer/enterprise and negotiate the price along with the related terms and conditions.
3. The committee will put up their recommendations to the President /Vice-President, Sinhgad Technical Education Society for approval with all the necessary details. On receipt of the approval from the undersigned office, the committee will forwards the approval copy to all the Institutes Principal for further processing of the purchase order and delivery.
4. The Principal/Director of all institutes should ensure that the procurement of Equipment/Consumables/Services will be with prior approval of the President/Vice President/LMC. In case of emergency of procurement, the entire procedure need not

be followed, but approval of Head of Institute should be taken to procure it and at later stage same could be ratified.

5. In view of Central purchase of various institutes of Sinhgad Technical Education Society, following authorities are assigned:-
- A. Engineering : Dr. Y. P. Reddy, Vice-Principal,
Sinhgad College of Engineering, Vadgaon (BK), Pune.
- B. Management : Dr. D. T. Mandlik, Director, SIBAR and Mr. Chirayu Raval
- C. Pharmacy and Science : Dr. Sanjay Sawant, Principal, SKNCOP, Kondhwa and
Dr. M. P. Ghatule, Principal, Sinhgad College
of Sciences, Ambegaon.
- D. Dental : Dr. Sameer Patil, Principal, Sinhgad Dental College
and Hospital, Vadgaon (BK), Pune.
- E. Estate Office and Hostels : Respective Campus Directors.
6. The authorities shall do the following before finalizing the list.:
- (i) Assign various departments to different Institutes to finalize the list of common items to be purchase.
- (ii) Call the meeting of HOD's of all the institutes along with their Equipment/Consumables/Services requirement.
- (iii) Prepare the list of common items required by the departments/Institutes.
- (iv) Prepare the list of Equipment/Consumables/Services which are not in the common list and to be produced by the departments independently as per the above procedure laid down in the referred circular.
- (v) The Principal/Director of the Co-ordinating institute shall forward the individual college list and the common list of items to be procured to all the committee members.
- (vi) The co-ordinating institutes shall take the technical demonstration of all the equipment from the common items list from different agencies. At least three agencies with same specifications shall be identified based on the satisfactory technical demonstration and price.
- (vii) The Principal of the co-ordinating institute shall submit a comparative statement for all the items in the common list along with the quotations of the finalized agencies to the Committee.
- (viii) The Co-ordinating institute shall ensure the presence of all the finalized agencies before the Purchase Committee for the negotiations and finalization purpose.
7. In similar lines, all Institutes are required to procure Equipment/Consumables/ Services which are not covered by the above committee and the purchase procedure will be as follows:

1. Formation of purchase committee at Department and Institute Level.
2. Initiate Purchase requirement with specifications as per sanctioned budgetary provision.
3. Identify minimum 3 vendors with same specifications.
4. Call for demonstration.
5. After satisfactory technical demonstration, ask for quotations with same specifications.
6. Open the scaled quotations in presence of purchase committee.
7. Prepare the comparative statement as per given format.
8. Arrange negotiation meeting of the concerned with Purchase Committee.
9. Modify the Comparative Statement according to negotiation meeting conditions.
10. To accept lowest quotation.
11. Prepare Purchase Order as per given format for lowest quotation.
12. Give photocopy of approved Purchase Order to Institute accountant.
13. Track the material as per Purchase Order given.
14. Physical and Technical verification of material received.
15. Submission of bills to Accounts Office for payment.

All concerned should also ensure that after procuring/ implementation of the Purchase Order feedback shall be submitted to Purchase Committee.

These instructions shall also apply to the various work orders.

All Institutes/colleges/units are therefore informed to follow above instructions without fail and complete formalities before sending Purchase Orders to Management.


Rachana M. Navale
VICE-PRESIDENT
President/Vice-President

To:-

- 1) Principal /Director of all Colleges and Institutes of Sinhgad Technical Education Society.
- 2) Campus Director of Campuses of Sinhgad Technical Education Society.
- 3) Director (Finance), Sinhgad Technical Education Society, Erandwane.
- 4) Chief Administrative Officer (Personnel), Sinhgad Technical Education Society, Erandwane.
- 5) Transport Officer, Ambegaon.

Copy to :-

- 1) Hon'ble Secretary, Sinhgad Technical Education Society, Vadgaon.
- 2) Vice-President (Admin)
- 3) Vice-President (HR)
- 4) Select file.



Sinhgad Institutes

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STES/PROJ/21-22/12

Date: 27.07.2021

CIRCULAR

All the Principals/Directors/HODs of the Institution should note the following instructions in respect of maintenance, works of the campus/ institutes (civil maintenance, electrical maintenance and garden maintenance etc.)

1. The rates of various items be got approved from the project department.
2. Bills and Quality of works be got certified from Project department, whenever necessary else it should be firstly got certified by the maintenance staff of the campus and later to be sent to project department for final approval, if the amounts are large.
3. The maintenance staff and project department staff of the campus should not leave the head quarters without the permission of the project department of the corporate office.
4. The progress of the works undertaken be informed to project department on perpetual basis.

The Heads of Department are herein informed to designate the suppliers for plumbing work /piping work/ cement/ sand/metal/bricks rubble etc. on inviting quotations and rates be finalized on yearly basis so as to avoid delays in future. However, in case of emergency the above procedure need not be adhered to and the campus Directors /Principals/ /HODs are fully authorized to take decision without any delay.




M. N. NAVALE
PRESIDENT

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STES/2021-22/1765

03.09.2021

C I R C U L A R

Sub : Regarding purchase of materials

This is to inform all Heads of Institutions of Sinhgad Technical Education Society that henceforth for any software and hardware purchases, MOU renewal or any new MOU signing be done, request you to forward it to corporate.it@sinhgad.edu and recommendation letter from corporate.it@sinhgad.edu should be attached with the appropriate documents.

You are hereby instructed to take note of the same for further action.

Rachana M. Navale
President / Vice President

To,

- (1) All Principals / Directors of Schools, Colleges, Institutes of STES – Pune
- (2) Campus Directors, Sinhgad Technical Education Society, Pune
- (3) Estate Offices, Sinhgad Technical Education Society, Pune
- (4) Central Purchase Committee

Copies to :

- (1) Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Sinhgad Technical Education Society, Pune
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune
- (4) Director (Finance), Sinhgad Technical Education Society, Pune
- (5) Select File