



## Procedures for Optimal Resource Utilization

At the beginning of each Academic Year, Budget Committee circulates Notice to all the Departments regarding Budget Requirement.



All the HODs arrange a Departmental Meeting to finalize the Budget Requirements for the Session.



Finalized Departmental Budget Requirements is send to Budget Committee for Review.



After Review Budget Committee send the Requirements to IQAC & BOG for Approval



After Approval from BOG, Budget Committee Allocate Budget to the respective Departments.



The Departments utilize the Allocated Budget for the Execution of Academic Expenditures of the Session.



After Budget Utilization towards Execution of Academic Expenditures, Departments presents Utilization Report to Budget Committee for Review.



After Final Review by IQAC and BOG, Budget Committee presents Budget Utilization Certificate to all the respective Departments for Records.

