

FINANCE POLICY

HOOGLY ENGINEERING & TECHNOLOGY COLLEGE

MISSION:

Finance and Accounting maintains and supports the Institute fiscal responsibilities through accurate Accounting & Financial compliance. We provide oversight, assistance and training in financial management for the campus community.

VISION:

To be the most knowledgeable, transformative, Creative Finance and Accounting Division. Our culture of continuous improvement will enable our trusted professionals to set the standard for employee excellence and service to all.

CORE VALUES:

- Right Results, Right Way – We uphold the highest standards of accountability and integrity by honouring our commitments and taking pride in our work.
- Powered by Professionalism – We use our knowledge, technical skills and communication for the benefit of the HETC. By valuing all backgrounds, we respect diverse ideas through active listening and showing compassion.
- Culture of Learning – We value the development of our employees and are committed to providing opportunities to learn and grow.
- Go the Extra Mile – We commit to collaborating with customers and peers. We never settle in anything we do, and we challenge our ideas of what is possible to better serve our customers.

INTRODUCTION:

HOOGLY ENGINEERING & TECHNOLOGY COLLEGE (HETC) is a Degree Engineering College. The institute is affiliated with MAKAUT (formally known as WBUT). It is recognised by the Government of West Bengal, UGC, and its courses are approved by the All India Council for Technical Education (AICTE). It is run by Hooghly Engineering & Technology College Society (HETCS), a non-profit making Organization engaged in the promotion of Technical Education amongst the students and the dissemination of scientific knowledge in the Society .A good number of eminent social workers, educationists, public men are directly involved in the Management of the Society. The Managing Committee of the Society consists of eminent Professors, Doctors, Lawyers, and public representatives looking after the different sector of activities of the Society. It is a registered body under the Societies Registration Act 1956. HETC has been established in Hooghly and it has become a part of the heritage that Hooghly represents. Hooghly Engineering & Technology College has set from the very beginning, as its goal, quality technical education, which endeavours to achieve high levels of academic excellence. It is planned in such a way that a student can get all facilities and help to reach his



destination. The laboratories have been setup not only according to the university syllabus, but also with the state-of-the-art equipment. The HETC can boast of teachers of quality. The discipline is the backbone of any system and the college is duty bound to produce hard-core professionals and an effective system can only give the desired result. The college consists of an academic and administrative building, a library and a vast area of open land, which helps the growth of young talents under healthy and natural environment.

The institution has developed a finance policy to optimize resource use in achieving its various objectives, aligning with its Vision and Mission.

The institution's finance policy aims to achieve the following objectives:

- Careful and efficient management of financial resources.
- Maintain honesty and transparency in all aspects of financial management and reporting.
- To comply with the legal requirements of various laws and regulations.
- Document income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting, etc.
- To present a report to statutory bodies.
- To execute the project in accordance with the donor's terms and conditions and to achieve the project's goals.
- To ensure the institution maintains high standards of accountability and credibility in the use of entrusted funds.
- To maximize benefits while minimizing costs.

The Finance Committee, Purchase Committee, and Internal Audit Committee will collaborate under the guidance of the college Principal in accordance with the guideline of Hooghly Engineering & Technology College Society to achieve the aforementioned objectives.

The Finance Committee's main role is to oversee the institution's finances, finalize budget proposals from various departments, and ensure funds are used efficiently by proper utilizing of purchase policy. It recommends the approval of the annual budget by the Governing Body and monitors it, taking corrective action for issues like potential overspending. Additionally, it advises the Governing Body on prudent fund utilization.

ORGANIZATIONAL CHART



OBJECTIVES & FUNCTIONS OF THE INTERNAL AUDIT COMMITTEE

An effective internal audit mechanism is designed to enhance the Institute's operational efficiency and support the achievement of its vision and mission. Annually, it conducts financial audits (reviewing annual accounts) and compliance audits (evaluating transactions) to ensure adherence to standards and regulations.

The Internal Audit Committee must collaborate with the office accountant to enhance the skills of the audit and accounts personnel of the Institute, guiding them towards achieving their objectives and targets more efficiently.

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.
- Reports risk management issues and internal controls deficiencies identified directly to the Finance Committee through the Director and provides recommendations for improving the organization's operations, in terms of both efficient and effective performance.
- Provides support to the institute's anti-fraud programs.
- Watch over the implementation of the prescribed procedures and the instructions/ orders issued from time to time.
- Scrutiny and check of payments and accounting work of the accounting units.
- Investigation of important arrears in accounting and other connected records.
- Periodical review of all accounts including cash book, bank reconciliation statement and store records as well as physical verification of stores.

BUDGET CONTROL

BRIEF ABOUT BUDGET

A budget is an accounting plan. It is a formal plan of action expressed in monetary terms. It could be seen as a statement of expected income and expenses under certain anticipated operating conditions. It is a quantified plan for future activities – quantitative blue print for action.

Every organization achieves its purposes by coordinating different activities. For the execution of goals efficient planning of these activities is very important and that is why the management has a crucial role to play in drawing out the plans for its business. Various activities within a company should be synchronized by the preparation of plans of actions for future periods. These comprehensive plans are usually referred to as budgets. Budgeting is a management device used for short-term planning and control. It is not just accounting exercise. Budget represents the Statement showing the estimates of receipts and expenditure in respect of a financial year. Financial year commences on 1st day of April every year and ends on 31st March of following every year.

The Budget specifies the objects for and the limits up to which expenditure may be legally & authentically incurred during the course of a financial year. Its objective is to exercise financial control over approved items of income and expenditure. In other words, it is an instrument of financial control. The Budget shall contain the following:

- Estimations of all Income expected to be raised during the financial year to which the budget relates.
- Estimations of all expenditures for each head-wise expenditure.



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BUDGET ESTIMATE

A budget is a financial plan for defined period of time, usually a year. It is an instrument of financial control. Institute considered estimates for expenditure under these broad categories:

Revenue Receipts / Income relates to:

A) Tuition Fee (from Students) B) Other Fee (from Students) C) Miscellaneous Receipts

Revenue Expenditure / Payments relates to recurring and non-recurring expenses / payments.

RECURRING EXPENDITURE

- Library Expenses including books, periodicals, e-resource, print journals,
- VTU Consortium membership
- Laboratory Consumables of all the departments.
- Teaching & Non-Teaching Salary consists of Salary, EPF & ESIC employer contribution
- Maintenance & Spares includes, Building & Campus maintenance, Vehicle maintenance, Departmental maintenance, equipment maintenance like AC, CCTV, Computers, DG-Set, Furniture, Lifts, Office equipment, UPS, Software & Water purifiers etc.
- Research & Development expenses of all the departments.
- Training & Travelling expenses includes of all the departments and administration, placement, student expenses
- Miscellaneous expenses consists of Advertisements, Affiliation, Audit Fee, Bank Charges, Dispensary Expenses, Licenses, Insurance, Flight Charges, Fuel Charges, Office expenses, Printing & stationery etc.
- Workshop, Seminars & Conferences

NON-RECURRING EXPENDITURE

- Infrastructure Built up
- Laboratory equipment's of all departments
- Software for all the departments
- Any other capital expenditure of non-recurring nature

FUNCTIONS ABOUT BUDGET

- To forecast the revenue and expenditure based on the previous years' budget utilization and audit balance sheet
- To help in preparation of budgets as per the requisition from the HOD's
- To scrutinize the budget
- To suggest any revision in the submitted budget
- To approve the final budget
- To communicate the budget allocations to the respective departments
- To submit the final budget to the finance committee for the approval
- To evaluate the budget utilization after the financial year.

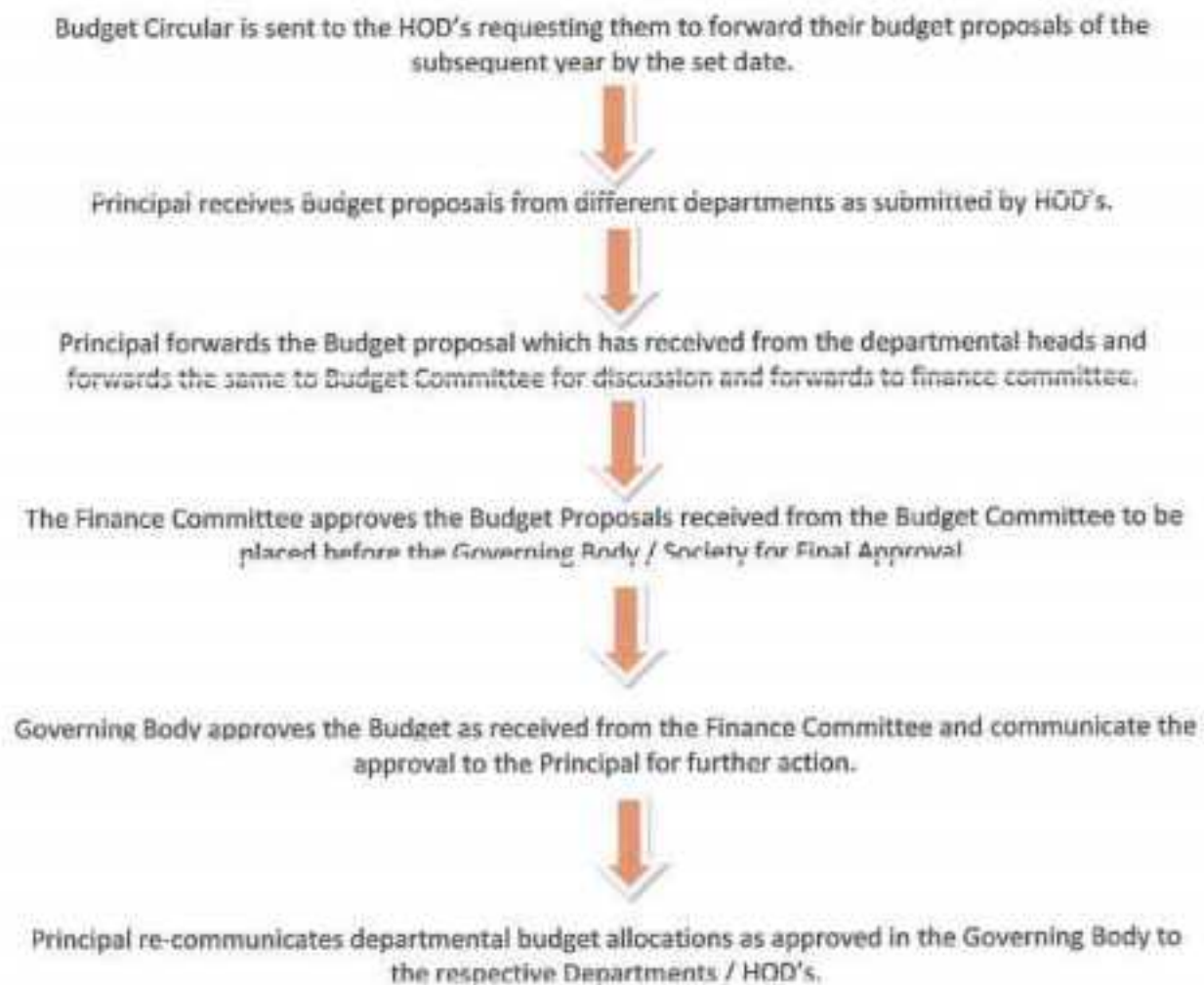


RESPONSIBILITIES

- Chairman – To approve the budget and recommend any changes based on income and expenditure
- Co-ordinator – To review the previous year budget and audited balance sheet and accordingly prepare the draft budget. Based on the income, the revised budget is drafted for approval. To prepare the budget v/s expenditure statement after the financial year to evaluate the utilization.
- Members – To submit the budget requisition of their departments
- Principal – To table the budget in the Governing Council for the final approval.

BUDGET CALENDAR

Budget calendar indicating the dates by which the various steps leading to the finalization of the budget estimates of the Institute are to be completed. Budget is prepared in the month of April every year. The following are the stages to be followed before the budget estimates are approved by the Governing Body.



AMENDMENT TO FINANCE & ACCOUNTS MANUAL

HETCS reserves the right to add on, delete, alter or amend any of the policies and procedures contained in this manual without any notice. Such additions, deletions, alterations and/or amendments will be approved by the BOARD MEMBERS, HETCS related to Finance and accounts and notified to all centres by SECRETARY HETCS, through the Finance officer (F&AC).

This document is proprietary and exclusive to HETCS and is to be used ONLY by and for the purposes of HETCS and its branches.

Note: No part should be reproduced even for internal (HETCS – HETC, HETCS-SDC AND FURTHER IF ANY) purposes without the written approval Signature of Secretary of HETCS.

The President HETCS, Secretary HETCS, Principal HETC and Finance Officer shall be the custodians of the present manual. However College Registrar and Deputy Registrar can also have the copy of the manual if needed for without any approval.

JURISDICTIONS

In case of any dispute or any matter arising out of or relating to the policies and procedures contained in this document or otherwise, Hooghly will be considered as the place where the course of action has arisen and the appropriate court at Hooghly and Kolkata will have jurisdiction over such matters.

CONCLUSION

The finance policy of an AICTE approved MAKAUT accredited degree engineering college would typically cover various aspects related to financial management, budgeting, funding sources, and financial regulations specific to educational institutions in India. Overall, the finance policy aims to ensure financial sustainability, transparency, and compliance while supporting the institution's educational mission and goals.



Principal-in-Charge

Hooghly Engineering & Technology College

Principal in Charge

Hooghly Engineering & Technology College
Vivekananda Road, Pipulpat, Hooghly.

INFRASTRUCTURE AUGMENTATION POLICY

HOOGLHY ENGINEERING & TECHNOLOGY COLLEGE

INTRODUCTION:

An "Infrastructure and Augmentation policy" typically refers to a strategic framework or set of guidelines aimed at developing and enhancing physical infrastructure and capabilities within an organization, as per the guidelines and regulations set forth by the All India Council for Technical Education (AICTE) and specific accreditation standards from Maulana Abul Kalam Azad University of Technology (MAKAUT).

STRUCTURE:

The Governing Body, the Principal, along with the following Committees (comprising teachers and non-teaching staff), ensure optimal allocation and utilization of the available Financial Resources for infrastructural changes, maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the funds allotted by the HETCS as per the requirements, in the interest of the students.

- Internal Quality Assurance Cell (IQAC)
- Development Fund Committee (HETCS)
- Building Maintenance Committee
- Library Committee
- ICT Committee
- Hostel Committee etc.

For the purposes of development/augmentation of a facility, the functions of these committees include:

- To identify the gaps and areas for updating/ repairs/replacement required in a particular facility/resource.
- To compare alternatives and giving recommendations for facility to be procured

In addition to the above mentioned committees, the firefighting system, Waste Management and Rain water harvesting system are installed following proper recommendations regarding infrastructure requirements for promoting green practices of the campus. The Departments also submit their additional infrastructural requirements as and when they arise.

- For infrastructural changes needs are communicated to the Principal by the Committees or during regular faculty meetings or by a staff member in case the matter requires immediate attention. The rules, procedures and guidelines of MAKAUT and AICTE are followed with regard to procurement of new facilities.
- For renovation and repair if any need is brought to notice, the same is examined or discussed by the concerned personnel. As per their recommendations, necessary steps are taken. Minor repairs are done directly through regular contractors. For major repair or augmentation more than Rs. 25,000, tenders are prepared and uploaded on HETC portal as per rules. The tenders received and examined by the concerned authorities. Comparative statement is prepared and the job is allotted to the lowest bidder after approval of the competent authority. The work is examined from time to time by the Engineer and the supervising staff.



SCOPE & APPLICABILITY:

The following policies are followed for major and minor argumentation for various Infrastructure facilities to various stakeholders:

FACILITIES	PROCUREMENT POLICIES
Classrooms	A Room Chart is prepared for each semester by the Time Table Committee of the college through which rooms are allocated for various classes. Each department has been given dedicated classrooms that can be used for lectures/tutorials and it
Sports Ground and Other Sports equipment's	Faculty In-charge of the Sports Department and Caretakers allocate the use of ground for various activities. The college appoints coaches for training of the students
Library	Library cards are issued to the students on admission and teachers on appointment. This includes E-access to library resources. The recommendation of books are invited from faculty by Library Committee and procurement is done by library according to the funds available. Library has different
Hostels	Applications invited from the students are processed on merit basis. Access to hostel is restricted for safety and security reasons.
Parking and Transportation	Parking facility is available for teachers, staff student and visitors. Pick up facilities for faculties are provided by the college.
Seminar Room	Booking Register is kept in the office. Faculty members make the entry to book the Seminar Room along with the date and duration for which it is needed.
Auditorium	Booking Register is kept in the office. Faculty book the Seminar Room along with the date and duration for which it is needed. It is necessary to cancel the booking if the facility is not needed due to any reason so that the facility can be used by others
Computer Labs	Allocated by the Time Table Committee of the college for purposes of conduct of classes. If the lab is needed for any event/ workshop, prior permission is to be taken from the Principal.
IT-Enabled Rooms/Smart Classrooms	Allocated by the Time Table Committee of the college for purposes of conduct of classes. If the room is needed for any event/ workshop, prior permission is to be taken from the Principal
Wi-Fi facilities	The entire College campus is Wi-Fi enabled. Access to the Wi- Fi is controlled by the Senior Technical Assistant. Different Wi- Fi Ids are provided to the students, faculty members and other staff members for better usage



MAINTENANCE & SUPERVISION:

Following measures are taken to ensure timely and proper maintenance of building and resources:

- Regular rounds are taken by members of Building and Maintenance Committee
- Electricians and plumbers are assigned to fix the electrical or plumbing faults. After attending to the fault, the electrician/plumber reports to the Caretaker whether the fault has been fixed or if they need some materials to get the infrastructure in working order. The required material is purchase by the Purchase Committee used to repair the damaged part.
- EPABX System, CCTV, R.O. Water purifiers, Air Conditioners, Water Cooler and Electricity Generators are under AMC for their maintenance and service.
- Any fault in computers, projectors, audio systems is examined by technical experts and necessary repairs are done as per rules according to the cost involved.
- Sports and Library facilities are properly maintained and their repair and renovation is done as per rules
- The facilities may be used for various purposes- academic, co-curricular, extracurricular, extension etc. with prior permission of the Principal and following the communication protocols
- Before the commencement of academic session class rooms and the facilities are readied. Some staff are engaged to look into aesthetics of the campus like the flower garden etc. Everyday monitoring of the overall upkeep of the facilities is done with the help of staff assigned for this. Conservancy staff for maintenance of infrastructure includes permanent electrician, cleaners, gardener and bearers in some departments. There exists a hostel committee along with support staff to look after the upkeep looks after the requirement of infrastructure. Laboratory bearers are assigned with maintenance of equipment. Computers in the institution are looked after by a local firm assigned for the purpose.
- The entire campus is under CC TV surveillance to ensure proper security. Two Security Guards are employed for keeping vigil at night. Gatekeeper keeps at bay any unauthorized entry and keeps records for every visitor.
- Maintenance of library infrastructure lies with the librarian who ensures a proper ambience within the library. Along with it, weeding of book is carried out when it is required. Library committee provides necessary suggestions for improvement in library service to the students.
- There is a complaint box in the administrative block for redressing the grievances of the students.
- A hygienic and well-furnished canteen caters to the need of students and staff. The canteen committee looks after the quality of foods or any need for betterment.



CONCLUSION

In essence, an Infrastructure and Augmentation policy is a comprehensive strategy aimed at fostering sustainable development, enhancing quality of life, and supporting economic growth through strategic investments in infrastructure and technological innovation. It serves as a roadmap for efficient resource allocation, regulatory compliance, and inclusive development.



S. L. L. L.
Principal-in-Charge
Hooghly Engineering & Technology College

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Vivekananda Road, Pipulpati, Hooghly.

LIBRARY POLICY

HOOGLY ENGINEERING & TECHNOLOGY COLLEGE

Hooghly Engineering & Technology College is AICTE approved MAKAUT (Maulana Abul Kalam Azad University of Technology) affiliated B.Tech degree engineering college. The library policy typically aligns with the guidelines set by AICTE (All India Council for Technical Education) and the affiliating university.

MANAGEMENT, MAINTENANCE & COLLECTION OF BOOKS AND JOURNALS

This collection management and maintenance policy sets out the principles according to which the Library acquires, maintains, stores and makes accessible the collections it holds.

- It applies to reading material in all formats: printed, electronic, audio-visual and other.
- The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations.
- Library will buy textbooks, reference books and handbooks on relevant subjects.
- Library will also buy printed periodicals and online database for accessing scholarly content.
- Faculty members can recommend the books and periodicals, which have to be approved by the Heads of the Department. This will further be approved by the Principal.
- The library will avoid, for the most part, duplication of titles.
- If demand is heavy, a duplicate copy will be purchased if necessary

PURCHASING / SUBSCRIPTION

The faculty members/ Technical Assistants recommend books and periodicals for purchase to the Library. They recommend the books through the 'Library Book Requisition Form'. After receiving the list of recommended books, the library would check for duplication. After duplicate checking, a Note Sheet is prepared for due approval to purchase of books. After Approval, the finance department invites Quotations for purchase of new books. Sealed Quotation must be opened in front of the purchase committee as per purchase rules. The Library then prepares a comparative statement to identify a suitable vendor and obtains financial sanction from the authorities for acquisition of the books. Finally purchase order is issued to the identified vendor. If there is an urgent requirement of some books, as forwarded by the HOD's/DIC's/faculty members of respective departments, these may be purchased with the approval of the Librarian or Principal.



DUPLICATION REPLACEMENT AND WEEDING

Library materials that are having low or no usage, do not cover the Syllabus, physical condition so badly deteriorated or damaged that it is beyond reasonable preservation efforts will be weeded. Weeding Materials are stored in separate place.

All materials withdrawn from the collection should be stamped as "discarded" or "withdrawn". The Librarian in consultation with the library advisory committee makes the final decision regarding the disposition of materials withdrawn from the collection. If disposition is recommended the list of discarded materials/Weeding books is finally approved by the Principal.

ISSUE OF BOOKS FOR THE TEACHERS AND STUDENTS

Only Registered Members can borrow books from circulation counter within stipulated period as notified through notice board. Number of books borrowed and check-out period may be changed if required. Number of Borrowed copies and time is given below:

Category	Number of books borrowed	Period
Faculty	10 Copies	90 days
Technical Assistant	6 Copies	90 days
Student	6 Copies	30 days
Other Staff	1 book	7 days

FINE AND LOST BOOK

- A borrowed book should be returned within the due date; otherwise **one rupee** per day per book fine will be imposed. The fine will be paid by the user as overdue charge. All the overdue charges must be paid by the end of semester; otherwise issue facility and Library Card will be automatically blocked for the next semester.
- If any book is lost or damaged/ pages torn by the users, he/she has to submit an application immediately to the Librarian to get relief from paying the delay fine from the date of application and has to replace the lost book by a new book or pay the current price of the lost book within one month.



MENDING AND REBINDING

Mending and rebinding for keeping library materials in good, useable condition is essential. A decision is made on each worn book - whether to mend it, rebind it, replace it, or withdraw it. The following criteria are used in making such decisions –

- | | |
|--------------------------|-------------------------------------|
| i. Condition of the book | ii. Validity of the book's contents |
| iii. Demand | iv. Cost. |

Any book with broken sewing or broken sewing supports may be a candidate for rebinding.

PROVIDING REPROGRAPHIC FACILITY

Presently reprography facility is not available in our library. We are trying to give this facility to the users as soon as possible. The policies are:

- Charges for photocopying is Re 1/- per page. Payment is made directly to library staff when the copying is complete.
- The Library accepts cash for photocopies.
- The Library is not responsible for bad photocopies.
- For machine errors, such as lines and toner defects, the Library will provide a replacement page.
- Library staff operates the photocopying machine.

USAGE ON DIGITAL LIBRARY

Policies regarding access to and usage of digital resources, including guidelines for accessing online databases, e-journals, and e-books.

- Internet/ Digital facility is for all students for their academic purposes.
- Students must register their name, ID number & timing, before using the facility.
- Playing games, chatting, downloading any picture/song/ videos & other misuses is not allowed.
- Do not save any material on PC.
- Printing/ downloading is allowed with prior permission of Librarian.

LIBRARY TIMINGS

The Library remains open from 09:45 AM to 05:45 PM on all the working days except Sunday, Monday and other holidays of the College.

CONCLUSION

This policy are designed to support the academic and research needs of students, faculties, and non-teaching staff members within the framework set by HETC in accordance with AICTE and the affiliating university, MAKAUT.



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