	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/CFPM/01
			<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR FINANCE AND POLICY MAKING (CFPM)</b>		<b>Date</b>	05/04/2023
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**1. PURPOSE:** To exercise general direction, control, supervision and guidance over the Finance and Policy making of the AIKTC.

**2. SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

**3. RESPONSIBILITY:** All concerned members of constituted CFPM.

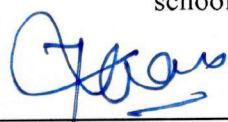
**4. DEFINITION:** The purpose is to streamline all schools, departments and sections in terms of finance and formation, revision and publishing of all applicable policies.

**5. ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CFPM-Centre for Finance and Policy Making

## **6. PROCEDURE**

### **6.1. FINANCE**

- 6.1.1. To have deep understanding and effective control of the budget of various schools, departments and sections, the CFPM shall prepare a Finance framework/template. It shall be prepared using Google Suite for proper sharing and access control.
- 6.1.2. This framework shall provide a clear report of the expenses category wise and revenue of individual schools and departments.
- 6.1.3. There shall be provision of inclusion/exclusion of all budget heads to see its impact on the overall budget. This shall help in effective decision making.
- 6.1.4. Each school and department head shall have access to their respective template and together they shall be collated into school and campus templates having access to respective Deans and Director.
- 6.1.5. Each Dean/HoD shall fill and complete his/her finance template. The salary details of the respective school/department/section along with the details pertaining to common budget heads shall be provided by the Accountant.
- 6.1.6. Upon completion of the templates along with the Utilisation Plan reports, each Dean/HoD shall present the same in the CFPM meeting.
- 6.1.7. The CFPM shall suggest for the changes befitting the financial requirements of the overall campus. The discussion shall be minuted by the respective head.
- 6.1.8. The campus approved budget along with approval MoM shall be presented in front of the Management by the respective Deans and Director.
- 6.1.9. The Accountant shall provide the Management approved budget to the respective schools and departments.




**Center Controller**




**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/CFPM/01
			<b>Rev.</b>	00
	<b>DEPARTMENTAL PROCEDURE FOR CENTRE FOR FINANCE AND POLICY MAKING</b>		<b>Date</b>	05/04/2023
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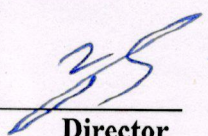
- 6.1.10. The schools, departments and sections shall adhere to the approved budget and utilize the same as per the utilization plan.
- 6.1.11. To ease the said adherence, every requirement/requisition by the schools, departments and sections shall be checked by the Stores/Accountant against the remaining/available budget for the respective item.
- 6.1.12. If the requisition is within the remaining budget then it should be processed in auto approved mode else the approval of the Director and Management must be sought and upon approval only it should be processed.
- 6.1.13. While settling the payment, the Accounts section shall make updates in the finance framework according to the item details including bill amount and item head for reflecting the utilization.
- 6.1.14. The revision of the budget shall be done after the instructions from Head Office and the procedure from 6.1.5 to 6.1.9 shall be followed for the revision.
- 6.1.15. The time driven tasks shall be completed as per following timeline:

Sr. No	Task	Deadline
1	Provision of salary details and common budget heads	01 Nov
2	Presentation of completed finance template by respective heads.	15 Nov
3	Campus level approval of the presented budget	23 Nov
4	Revision of the budget	30 Nov

## 6.2. POLICY MAKING

- 6.2.1. To have proper policy making, its implementation and dissemination at all required levels, the CFPM shall prepare a shared and access controlled framework using Google Suite.
- 6.2.2. Each School/Department/Section shall provide the list of policies to be framed in the shared policy framework.
- 6.2.3. The CFPM shall provide the format of the policy to all concerned.
- 6.2.4. Each School/Department/Section shall start framing the policies with a weekly target per policy.
- 6.2.5. The draft policy shall be discussed in the weekly CFPM meeting and the approval of the same shall be sought within a week after the suggested amendments (if any).
- 6.2.6. This way, the policy framing, discussion and approval time period shall be 2 weeks.

  
Center Controller

  
Director

**Mission:** Creating Exuberant Technical Professionals

**Vision:** To be the most sought after technical campus that others would wish to emulate.