

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

#### **KEY INDICATOR**

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

# 6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION METRIC 6.4.3

Institutional strategies for mobilization of funds and the optimal utilization of resources are in place.

DOCUMENTARY EVIDENCE REGARDING MOBILIZATION AND UTILIZATION OF FUNDS WITH SEAL AND SIGNATURE OF THE PRINCIPAL

#### **Affidavit**

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the Head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala



Dr. N. SETHU MADHAVAN PRINCIPAL

ATIONAL COLLEGE FOR TEACHER EDUCATION IQBAL SQUARE, MEPRATHUPADY

Tel: 0484 2522583, 0484 2525603



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### **Financial Policy**

To establish a framework for managing the financial resources of the Trust with integrity, transparency, and accountability, ensuring compliance with legal and regulatory requirements. This policy aims to:

- Ensure Sound Financial Management: Provide clear guidelines for the planning, allocation, and management of financial resources to support the Trust's educational mission, ensuring that all expenditures are made in a manner that maximises value and benefits for students, staff, and the community.
- Promote Accountability and Transparency: Establish procedures that ensure all financial
  activities are recorded accurately, reported in a timely manner, and subjected to regular audits.
  This will build trust among stakeholders, including students, parents, faculty, staff, donors, and
  regulatory bodies.
- Safeguard Financial Resources: Implement controls to protect the Trust's financial resources from misuse, fraud, and inefficiency. This includes setting clear authorisations for expenditures, maintaining strict documentation, and ensuring that funds are used exclusively for their intended purposes.
- Facilitate Strategic Planning and Budgeting: Ensure that financial planning aligns with the Trust's strategic goals and objectives. This includes preparing annual budgets that reflect the Trust's priorities, forecasting future financial needs, and managing cash flow effectively to support long-term sustainability.
- Comply with Legal and Regulatory Requirements: Ensure that all financial activities comply
  with applicable laws, regulations, and standards governing educational institutions. This
  includes adherence to tax laws, accounting standards, and financial reporting requirements
  specific to minority and self-financing institutions.
- Support Continuous Improvement: Provide a foundation for ongoing review and enhancement
  of financial practices. Regular audits, both internal and statutory, will identify areas for
  improvement, ensuring that the Trust's financial management evolves with changing needs and
  circumstances.

#### Scope

This policy applies to all employees, departments, and divisions of the Trust including Academic Committees, Finance Department, Office Administration, and the Purchase Department involved in financial management, including budgeting, accounting, procurement, and reporting.

#### Revenue Sources

The main sources of revenue for AIMNET include:

a. Tuition Fees

b. Hostel Fees

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- Conveyance Fees
- d. Auxiliary Income

#### Expense Categories

#### a. Academic Expenses:

SOP: The concerned committee/cell will submit an estimate, approved by the Academic Committee, to the Finance Department. Once signed by the Finance Head, with the prior approval of Manager, the Accounts Department will process the bank cheque and withdraw the cash. Detailed original invoices must be submitted to the Finance Head within 7 days of the program.

#### Employee Benefits: This includes salaries, ESI and EPF contributions, TA/DA claims, orientation programs, and other welfare expenses for faculty and non-teaching staff.

- Salary/Incentives: Payroll is prepared by the Accounts Department, finalised by the Finance Head. with the prior approval of Manager, the salaries are released by the 7th working day of the month.
- · EPF & ESI: Returns must be prepared and finalised by the 11th working day, with payment made on the same day.
- Additional benefits: Any expenses incurred by the employees for Staff Empowerment. Enrichment, Welfare and Faculty Development etc eligible for reimbursement will be duly processed within 7 working days upon submission of all supporting documents, bills and vouchers.

#### c. Office & Administrative Expenses: General administrative costs including utilities, office supplies, and operational expenses.

SOP: Original invoices must be scrutinised by the Finance Head within 3 days post-expense. Emergency petty cash funds are managed with a petty cash fund of Rs. 10,000 limit, transaction limited to Rs. 2000 per day per transaction.

#### d. Purchase of Assets

SOP: The Finance Head will examine vendor quotations and forward to the Management for approval. All purchases will include a minimum 1-year maintenance contract or extended warranty.

#### e. College Union/Alumni/GTA/PTA/JRC/SCOUT/NSS Expenses:

SOP: The respective committee will submit a budget estimate for approval by the Academic Committee and original invoices must be submitted within 7 days of the event. Bank cheques of related unit will be signed by the principal and other authorised signatories.

#### f. Other Expenses (e.g.: Labour, Repairs etc.)

SOP: Labour contractors must submit a contract form and estimate, approved by the Administration Head to the Finance Department.

- · Petty Cash Fund: The Accounts Department is authorized to maintain a petty cash fund of Rs. 10,000 for handling small, immediate expenses that cannot be processed through regular
- Spending Limit: Individual transactions from the petty cash fund are limited to Rs. 2,000 per transaction per day. Any transaction exceeding this limit requires approval from the Finance Head and should be processed through the regular procurement system.
- Replenishment: The petty cash fund will be replenished whenever the balance falls below Rs. 3,000. A request for replenishment, along with detailed vouchers and receipts for all

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E-mail: national college 09@gmail.com, Website: www.nationalcollege.edu.in

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expenditures, must be submitted by the Finance Head for the approval by Manager.

- Record-Keeping: The Accounts Department must maintain a petty cash log, documenting all transactions including the date, amount, purpose, and the individual responsible for the expenditure. Receipts or payment vouchers must accompany each entry in the log.
- Monitoring and Reconciliation: The Finance Head will monitor petty cash transactions on the 14th and 28th of every month to ensure accuracy and compliance with this policy. A full reconciliation of the petty cash fund, including matching the cash on hand with the recorded expenditures is done.

Security: The petty cash fund must be securely stored in a locked cash box within the Accounts Department. Access to the petty cash fund is limited to authorised personnel only.

#### All the above expenses are subject to the scrutiny, perusal and approval of the Management,

#### **Financial Governance**

#### Financial Oversight

The Board of Trustees oversees the college's financial health and major financial decisions. The Finance Committee manages daily financial operations.

#### Financial Reporting

Monthly financial reports including income statements, balance sheets and cash flow statements will be prepared by the Finance officer in consultation with Accounts Officer for the review and approval by the Board of Trustees.

#### **Budgeting and Financial Planning**

#### Budget Preparation

The annual budget will be prepared by the Finance Department in consultation with all departments aligning with the Trust's strategic goals for the approval of the Board of Trustees.

- Communication and Allocation: The approved budget will be communicated to the heads
  of the Academic Committee, Finance Department, Office Administration, and Purchase
  Department who will manage their expenses within the allocated amounts.
- Budget Monitoring

Department heads must monitor variations from the proposed Budget and report deviations to the Finance committee.

#### Financial Controls

 Bank Transactions: All financial transactions must be conducted through the institution's bank accounts.

Design entations Detailed original invoices and supporting documents must be maintained AVAN for office records, internal audits and annual statutory audits.

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2



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#### Accounting and Financial Controls

#### Accounting Standards

All financial transactions will adhere to Generally Accepted Accounting Principles (GAAP), Trust Act and Income Tax Act 1961 or other relevant accounting standards.

#### Internal Controls

Robust internal controls are implemented to safeguard assets, ensure accurate financial reporting and prevent fraud. This includes segregation of duties, regular reconciliations and

#### Statutory Audit

An annual external audit by a certified public accountant will assess financial statements. The audit report will be reviewed by the Board of Trustees and made available to

- Timeline: The statutory audit must be completed before October 31st following the end of the financial year which concludes on March 31st.
- Auditor: The statutory audit will be performed by a qualified Chartered Accountant in
- Scope: The statutory audit will include a comprehensive review of all financial transactions, records and compliance with relevant laws and regulations.
- Compliance: All financial evidence and documentation must be produced for examination during the statutory audit. Any findings from the statutory audit must be reported & rectified in a timely manner.

The Internal Audit Department is responsible for evaluating and improving the effectiveness of internal controls, risk management and governance processes.

- Frequency: Internal audits will be conducted twice a year, in October and April.
- Auditor: A qualified Chartered Accountant in practice carry out the internal audits.
- Scope: All financial records, including supporting documents, vouchers and bank statements must be made available for review by Finance department during the internal audits.
- Compliance: Any discrepancies or areas of concern identified during the internal audit must be addressed promptly, with corrective actions implemented as necessary.
- The annual internal audit plan is developed based on risk assessment and approved by the Audit Committee. The plan will include scheduled audits and any special reviews.

#### Reporting

Audit findings and recommendations will be documented in audit reports and communicated to the Audit Committee, Finance Committee and the Board of Trustees. Management will provide an action plan for addressing audit findings.

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#### Follow-Up

The Internal Audit Department will follow up on the implementation of audit recommendations to ensure corrective actions are taken and issues are resolved.

#### Procurement and Expenditures

#### Procurement Procedures

All purchases must be authorised by the purchase committee and comply with the trust's procurement guidelines. Quotations are taken from more than one vendor for all expenditures.

#### Expenditure Approval

Expenditures must be supported by appropriate documentation, including invoices and receipts. Payments will be processed after approval by designated signatories.

#### Travel and Expenses

Employees must follow the Trust's travel and expense guidelines which outlines reimbursable expenses and approval procedures.

#### Revenue Management

#### **Tuition and Fees**

Tuition rates and fee structures are reviewed annually and approved by the Board of Trustees. Billing and collection procedures will ensure timely receipt.

#### **Grants and Donations**

Management of grants and donations will comply with the terms set by donors or grantors. Financial reporting for grants will meet donor requirements.

#### Risk Management

Adequate insurance coverage will be maintained to protect against property, liability and worker's compensation risks.

#### Financial Risk Assessment

Periodic assessments will be conducted to identify and mitigate financial risks including cash flow, investment risks and potential liabilities.

#### **Ethical Standards and Compliance**

- The college will adhere to all applicable laws, regulations and accounting standards related to financial management.
- Financial activities must be conducted with integrity and transparency. Employees are required to report any financial irregularities or unethical behaviour.

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#### Registers/Files to Maintain:

- 1. Cheque Register
- 2. Purchase Register
- 3. Stock Registers
- 4. Warranty and AMC Register
- 5. Fixed Assets Register
- 6. Imprest File
- 7. Audit Register

This revised financial policy is to ensure rigorous oversight and continuous improvement in financial management practices.

Dated 22 August 2023

78/



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### 6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION **METRIC 6.4.3**

Institutional strategies for mobilization of funds and the optimal utilization of resources are in place.

#### ANY ADDITIONAL INFORMATION

### **Affidavit**

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the Head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala

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### BUDGET FOR THE YEAR ENDED 31st MARCH 2025

### NATIONAL COLLEGE FOR TEACHER EDUCATION

IQBAL SQUARE, MEPRATHUPADY, VENGOLA P.O., PERUMBAYOOR 683 556

### PROJECTED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025

Particulars	Schedules	As at 31.03.2025
I. INCOME		
Revenue from Objectives of Trust		
Other Income	. 1	65,00,000
Total Income	2	1,50,000
		66,50,000
II. EXPENDITURE		
Operating Expenses		
Employee Benefits	3	6,22,000
Office and Administrative Expenses	4	43,00,000
Depreciation Expense	5	4,55,000
Other Expenses		5.05,000
Total Expenses	6	4,40,000
Total Experises		63,22,000
II. Surplus for the year (I-II)		
Transfer in the year (init)		3,28,000
Schedules forming part of accounts	1-6	

For and on behalf of Managing Committee

Chairman

Secretary

Treasure

Dr. N. SETHU MADHAVAN

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Place: Ernakulam Date: 23-05-2024

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#### NATIONAL COLLEGE FOR TEACHER EDUCATION IQBAL SQUARE, MEPRATHUPADY, VENGOLA P.O., PERUMBAYOOR 683 556 **GROUPINGS 2024-25** Fees & Other Collections from students Total Fee Collection 65,00,000 2 Other incidental income Other Income 10,000 10.000 3 Academic Expenses NAAC Related Expenses 15,000 Teachers Day Celebration 4,000 Street play expenses 3,000 Teaching AID workshop 5.000 Dental Camp Expenses Callege Union Inauguration Expenses ID Card Expenses Inspection Expenses 10.000 IQAC Meeting expenses 5.000 Sports Day Celebration 10,000 Training & Programme Expenses 30,000 Practical Examination Expenses 25,000 Gender empowerment programme 30,000 University Kaloisavam 25,000 Convocation ceremony expenses 25,000 Christmas Celebration Expenses 30.000 Union Onam Celebration 35,000 Research study expenses 25,000 Conference expenses 5.000 E Learning Resources 20,000 Affiliation Fee 35,000 Arts Day Celebration 40.000 NOC Charges 45,000 Seminar Expenses 30.000 University Expenses 5,72,000 Other Operating Expenses Students Welfare 50,000 Employee Benefit Expenses Salary 40,00,000 40,00,000 Other Employee Cost EPF & ESI Contributions Staff welfare 1,50,000 Staff Quarters Rent 50,000 DI. N. SETHU MADHAVAN PRINCIPAL ARTING WAS EPHENTON ARTING OF THE THE PRINCIPAL ARTING OF THE THE PRINCIPAL PENGOLA, PERUMBANDON BES 228 3,00,000 Donation Expenses 20.000 20,000 LEGE FOR TE Dr. N. SETHU MADHAVAN IQBAL SQUARE MEPRATHUPAL PRINCIPAL NATIONAL COLLEGE FOR TEACHER EDUCATION IQBAL SQUARE, MEPRATHUPADY

Tel: 0484 2522583, 0484 2525603

E-mail: nationalcollege09@gmail.com, Website: www.nationalcollege.edu.in

VENGOLA, PERUMBAVOOR - 683 556



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Dr. N. SETHU MADHAVAN

PRINCIPAL

IQBAL SQUARE, MEPRATHUPADY

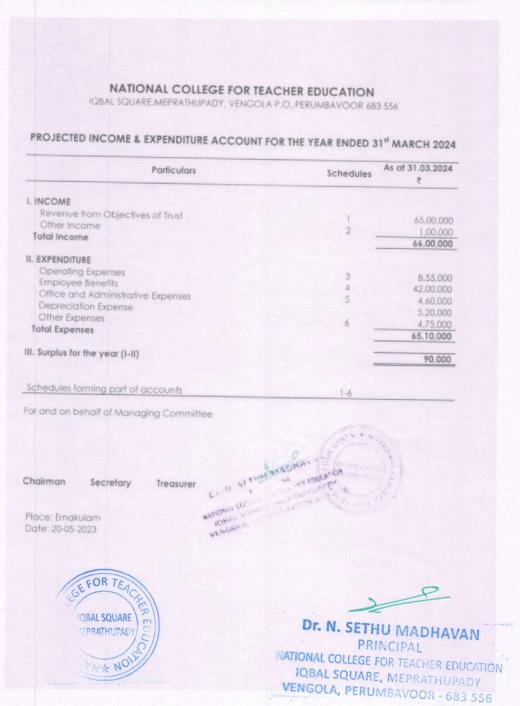
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Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

### BUDGET FOR THE YEAR ENDED 31st MARCH 2026



Tel: 0484 2522583, 0484 2525603



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SCHEDULES FORMING PART OF PROJECT	ED ACCOUNTS
THE VEHICLE PROMI OBJECTIVES OF TRUST	ED ACCOUNTS
Academic Fee Collection from students	
	65,00,00
2.OTHER INCOME	65,00,00
Other Incidental Income	1.00.00
2 COSE A VILLE THE TANK	1,00,00
3. OPERATING EXPENSES	1,00,00
Academic Expenses	7,95,00
Other Operating Expenses	
	60,00
A.EMPLOYEE BENEFITS	8,55,00
Salary and Allowances	10.00.00
Other Employee Cost	40,00,00
Omes	42,00.00
OFFICE AND ADMINISTRATIVE EXPENSES	42,00,000
Donations Paid	20,000
Cleaning & Sanitary Expenses	15.000
Postage	5.000
Audit Fee	50.000
Bank Charges	5.000
Electricity and Water Charges	1.20.000
Printing and Stationery	1.05.000
Rates, Duties and Taxes	25,000
Library Expenses	55,000
Telephone and Internet Charges	25.000
Travelling Expenses	35.000
OTHER EVENTAGE	4.60,000
OTHER EXPENSES	4,00,000
Repairs and Maintenance	1,10,000
Teacher Practising Expenses	5.000
Sports Items	5.000
Miscallaneous Expenses	10,000
Website Rennovation	25.000
Gardening Expense	60,000
Student Farm Activity Expenses	20,000
Labour Charges	50,000
Staff Approval	10.000
Orientation Class	25,000
Refreshment Expenses	5.000
College Magazine Expenses	50.000
Student Scholarships	75,000
Green Campus Activities	25.000
	4,75,000

For and on behalf of Managing Committee

Chairman

Secretary

Treasurer

Place: Ernakulam Date: 20-05-2023 Dr. N. SETULI RAAOHAVAN COLON MANAGER PROPERTIES AND ANTICON MANAGER PROPERTIES AND ANTICON MANAGER PROPERTIES AND ANTICON AND

IQBAL SQUARE

Dr. N. SETHU MADHAVA
PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUC IQBAL SQUARE, MEPRATHUPAL VENGOLA, PERUMBAVOOR - 683

Tel: 0484 2522583, 0484 2525603



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#### NATIONAL COLLEGE FOR TEACHER EDUCATION IQBAL SQUARE, MEPRATHUPADY, VENGOLA P.O., PERUMBAYOOR 683 556 GROUPINGS 2023-24 Fees & Other Collections from students Total Fee Collection 65,00,000 2 Other Incidental Income Other Income 10,000 3 Academic Expenses **NAAC Related Expenses** 15,000 Teachers Day Celebration 4,000 Street play expenses Youtube Channel Launch 3,000 Teaching AID workshop 5.000 Dental Camp Expenses 10,000 College Union Inauguration Expenses 10.000 ID Card Expenses Inspection Expenses 10.000 IQAC Meeting expenses 5,000 Sports Day Celebration 10,000 Training & Programme Expenses 45,000 Practical Examination Expenses 25,000 Gender empowerment programme 35,000 University Kalolsavam 25,000 Convocation ceremony expenses 25,000 Christmas Celebration Expenses 30.000 Union Onam Celebration 35,000 Research study expenses 30,000 Conference expenses 10.000 E Learning Resources 35,000 Affiliation Fee 35,000 Arts Day Celebration 40,000 **NOC Charges** 45,000 Aadya Expenses 45.000 Child education adoption exp 50,000 Seminar Expenses 1.10.000 University Expenses 90,000 7,95,000 Other Operating Expenses Students Welfare 60,000 Employee Benefit Expenses Salary 40,00,000

IQBAL SQUARE MEMORATHUPADY OF MOTOR MOTOR

Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATIO
1QBAL SOUARE MERRATUME

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IQBAL SQUARE, MEPRATHUPADY VENGOLA, PERUMBAVOOR - 683 556

Tel: 0484 2522583, 0484 2525603

Other Employee Cost EPF & ESI Contributions Staff wellare NATA



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7 Donation **Donation Expenses** 20,000 20,000 Repairs and Maintenance Hostel Maintenance Other Repairs & Maintenance 10,000 .00,000 1,10,000 Library Expenses Library Related Expenses 55,000 10 Orientation Class Orientation Programmes for Student, Faculty & Staff HATTONA Dr. N. SETHU MADHAVAN PHILIPPAL PROCESSOR MATIONAL COLLEG VENGOLA PER FOR TE Dr. N. SETHU MADHAVAN IQBAL SQUARE MEPRATHUPAL PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUCATION IQBAL SQUARE, MEPRATHUPADY VENGOLA, PERUMBAVOOR - 683 556