

DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY  
GANGURU: VIJAYAWADA – 521 139  
Process for Budget Planning

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1. Academic year starts in June every year, hence all the head of department and the coordinator of various committees shall submit their annual requirements by 30<sup>th</sup> March of the year to the principal, so that principal shall prepare annual budget of the institution and get approved by the governing body in advance.
2. Head of the department shall collect the annual requirement of their departments by collecting the requirements under below mentioned members
  - a. Lab equipment-new-upgrade/addition of new facility
  - b. Lab consumables-required for the academic year.
  - c. Student training(internal training & communication skills beyond curriculum)-conduct of technical events.
  - d. Training and Placements- campus requirement training and career guidance.
  - e. Faculty development-in house-R&D requirements.
  - f. Professional Societies-conferences/workshops/guest lectures.
  - g. General maintenance & Spares.
  - h. Research & Development
3. Other Committee coordinators of essential committees shall submit their requirements not covered through departments to the principal by 30<sup>th</sup> March.
  - a. Arts and cultural committee.
  - b. Alumni coordination cell.
  - c. Training and placement and career guidance.
  - d. Examination/timetables/admission file.
  - e. Newsletter and magazine committee
  - f. Sports and games committee
  - g. Medical committee
  - h. NSS Committee
  - i. NCC Committee
  - j. Library
  - k. Counselling cell

Principal should make institution annual budget for the year and shall get approved by the governing body as soon as possible and sanction copy shall be forwarded to the respective member departments and members. At the end of the year i.e by month of 15<sup>th</sup> March need to submit the pre utilization record of the budget allotted to respective members and by the end of April need to submit the final utilization report to the principal.



PRINCIPAL