



Marathwada Mitra Mandal's Polytechnic

Sr. No. 4/17, Thergaon, Pimpri-Chinchwad, Pune- 411 033.

Automobile Engineering | Computer Engineering | Electrical Engineering | Mechanical Engineering | Mechatronics | AIML |
Automation & Robotics

Contact No.- 9657728182, Email ID- office@mmpolytechnic.com

Shri. Shivajirao D. Ganage
President

Prin. Bhausahab G. Jadhav
Exe. President

Shri. Kishor H. Mungale
Secretary

Ref. No.

Date: 15/07/2025

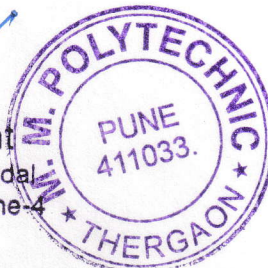
POLICY FOR FUNDS MOBILIZATION & OPTIMAL UTILIZATION OF RESOURCES

The Institution has a mechanism to monitor effective use of funds received from various sources, viz., fees, scholarships, consultancies, conduct of competitive examinations of State and Central Government etc. The following procedure is adopted for utilization of resources:

1. **Planning:** The Head of the Department calls a departmental meeting to plan the annual budget. Individual faculty members propose their laboratory-wise requirements along with supporting documents. Expenses required for departmental activities such as organizing co-curricular and extracurricular activities are also included. The institute receives a circular regarding fund utilization and budget preparation from the central office in February, and all instructions are followed.
2. **Budget Formulation:** An annual budget of each department is prepared and forwarded by HODs to the Principal for consent. The Principal reviews all departmental budgets and instructs the Accounts Section of the Administrative Office to prepare a consolidated institutional budget, which is then forwarded to the 'Finance and Accounts Officer (FAO)' at the central office for final review & then forwarded to the Management Committee for final approval.
3. **Allocation:** The Management Coordination Committee reviews the proposed budget received from the Head of the Institution and allocates funds as per necessity. If there is no incongruity, the budget is sanctioned, and funds are released.
4. **Expenses:** Funds are utilized for development of laboratories, procurement of books, national/international journals, staff salaries, and development and maintenance activities. For additional requirements such as seminars, workshops, conferences, or technical competitions, the concerned faculty/coordinator prepares a note with supporting documents. This note is forwarded to Management through the Principal for approval. Once approved, the Principal directs the HOD for utilization of the requested funds.
5. **Audit:** The Accounts section of the Administrative Office verifies expenses under various institutional/departmental activities from supporting documents and gives remarks for final settlement. Internal and external audits are carried out by a Chartered Accountant at regular intervals to ensure proper utilization of funds as per allocation.
6. **Monthly Budgets:** Monthly budgets are prepared by HODs and approved by the Principal for proper fund planning and utilization.

The above policy for funds mobilization and optimal utilization of resources is approved by the Management of Marathwada Mitra Mandal, Pune.

Exec. President
Marathwada Mitra Mandal
Deccan Gymkhana, Pune-4



PRINCIPAL
Marathwada Mitra Mandal's
POLYTECHNIC
Thergaon, Pune - 411 033.



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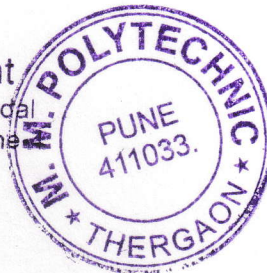
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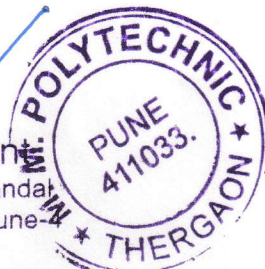
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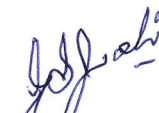
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