

Supporting Documents for Qualitative Metric 6.1.2



Submitted to NAAC

By

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6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management.

Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 500 words

Case Study on Departmental Budget

In an attempt to make the organizational structure more efficient and effective, the institute believes and practices the decentralization in all level of management in general and budgetary management in particular. This is because decentralization and participatory management have got long standing impact on organizational structure. In doing so, it adopts a bottom up and top down approach in its strategic planning and conventional approach to departmental budget thereby avoids methods of centralization.

Hierarchy of the Budgetary Committee

The institute has got a unique system of its financial governance system. The budgetary management system is democratic and inclusive as it is not governed by any individual but led by a dedicated team of people and committees. The hierarchy of the committee is as follows

1. Principal
2. Departmental Committee (HODs and all faculty members)

Budgetary Procedure

The Institute has a well-defined procedure to monitor effective and efficient utilization of available financial resources for infrastructure development and academic processes. Every year, the budget is prepared well in advance after taking into consideration the requirements of every Department. Each Department prepares the budget based on their students' strength and prescribed guidelines for the requirements such as Lab Equipment's, Software, Lab Consumable, Lab Maintenance and Spare, Research & Development, Training and other expenses. As and when required, the institute makes a provision for advance additional fund, the Principal and the Head of Departments discuss the requirement and decide the priorities while allotting financial resources for various purposes; and also ensure optimum use of available financial resources.

The Institute has standardized procedure for sanctioning of funds for various activities and also for settlement of advance and passing of bills for payment.

- The Management has given complete support and discretion to HODs to form a budgetary committee by taking faculty members to finalize the budget by referring the budgetary guidelines.
- Thereafter each department produces its budget abstract sheet to principal for approval. The principal then studies the annual expenditure, scrutinizes the budget and provides feedback for efficient use of financial resources.
- After approval of the budget by the Principal, the amount shall be disbursed by the accounts department.
- After the budget gets approved by the principal, all HODs will be asked to utilize the allocated fund immediately by adhering to formalities of financial procedure and the HODs are free to incur expenditure up to the amount and the requisition shall not come to the management but to submit the utilization certificate to the accounts department.

Outcome

Hence, the decentralization in budgetary management of GIFT offers a huge scope for better supervision and control, efficient communication among all the levels of management, quick decision making, and ease of expansion. The above procedure reveals that once the budget is approved by principal the amount will be disbursed by the accounts department which exemplifies true decentralisation of power.



REQUISITION FOR MATERIALS & SERVICES WHICH HAS BEEN APPROVED IN DEPARTMENTAL BUDGET

(To be used for requisition of any materials and services needed by the Academic Department for which the budget has been approved by the competent authorities previously)

To
The Accounts Officer

1. Materials/Services required indicating the quantity with approx. cost.

<u>Sl. No</u>	<u>Name of the Materials</u>	<u>Rate</u>	<u>Quantity</u>	<u>Approx. cost</u>
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2. Budget Head for which materials/service needed:

3. Probable date of requirement of materials. :

I have cross checked / shall cross check the Rates, Numbers etc of at least 10 percent of the materials/ Services requisitioned, and convinced of its essentiality.

I understand that all the rates, numbers and amount stated in Sl 1 above are actually/will be incurred/incur and I am sure it is the best rate available. (In case if the amount has been paid please submit the bill or list herewith)

2 Signature and Designation of the HoD
Date:_____Time:_____

1 Signature and Designation of the SPOC
Date:_____Time:_____

Sanction Order

- a) Sanctioned Amount against the Head for this Semester : _____
- b) Amount utilized as on date : _____
- c) Balance Amount (a-b) left against the Head as on date : _____

Please Pay the Amount_____by Cash /Transfer.

Account Office Signature
Date: _____Time: _____