

College Planning Board

Policy for Budget Finalization:

1. The Principal will issue a circular to all Department Heads requesting them to submit the budget proposal of their individual departments by January every year.
2. The Department Heads will in turn inform the lab-in-charge of the department, Faculty in charge of various associations, clubs to submit the requirement in consultation with Head of Department (HOD).
3. The HOD will consolidate the proposal, along with proposal for new lab and will be submitted to Principal.
4. The Planning Board will consolidate the request of budget from all departments including the office. This will be presented in a meeting of College Planning Board (CPB) where a decision will be taken regarding the fund allotment from government, various government agencies, TEQIP and college trust.
5. The convener of the CPB will consolidate all this and will be submitted to the Principal. The Principal in consultation with college Accounts Officer and Administrative Assistant will in turn submit the proposal to college management for approval.
6. Based on the approval of the college budget by the trust, the Principal will approve budget requirement of all departments.
7. Entire procedure regarding the budget will be completed before 31st March every year.



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