

6.4 . Institutional strategies for mobilization of funds and the optimal utilization of resources

MERI-CET is a self financed Institution. The Primary source of fund collection is through Academic fees and from other sources like transport fees. Institute has a proper budgeting system, projection and utilization process. The Institute fee is approved by the State fee Regulating Committee under Directorate of Technical Education, Government of Haryana, which is the main source of funds for operational expenses.

MERI-CET is designated as an Examination Centre to conduct MDU Examination . Faculty duty are recorded and approved by the examination officer . After approval from the Registrar and Director the bills along with the beneficiary ID of the employees are forwarded to the university . The payment is then credited in the faculty account by NEFT for performing the exam duties.

Utilization of Funds :

1. Adequate funds are utilized for development and maintenance of good infrastructure and facilities for the Institute.
2. Funds available are utilized for salary to Teaching and Non-Teaching Employees and all other expenses of the Institution like purchases, maintenance of equipment, infrastructure, furniture repair and maintenance, office expenses, printing, stationery and miscellaneous expenses.
3. Enhancement of library facilities leads to learning practices and accordingly requisite funds are utilized .
4. Financial support provided to the teachers for attending conferences, workshop, professional membership etc.
5. Funds available are also utilized for Technical & Cultural Fest. The fest is organized by MERI-CET annually which includes technical and cultural activities. The Award and Cash prizes are also given to students on the basis of their positions in technical and Cultural activities. Students from other colleges also take part in the fest and showcase their talent.

6. Special fund is also allocated to the students for preparing their technical working projects and models based on Merit.

7. Enhancement of library facilities leads to learning practices and accordingly requisite funds are utilized .

7. Some funds are allocated for social service activities as a part of social responsibility.

8. Funds for Various types of indoor/outdoor/Social Media platform promotional activities

Financial Audits:

1. Internal Audits:

Internal financial audits are taken care of by Chief financial Officer Sh. S. K. Aggarwal and other members to ensure accountability and adherence to financial rules and regulations . Internal audit helps in finding any discrepancies or potential areas for development, our internal auditors examine financial data like bill and vouchers , books , laboratory equipments and other materials purchased at minimum price by taking proper quotations . Internal financial audits promote operational efficiency , prevents frauds , support strategic decision making and encourages good governance. The stock verification is also carried out on Annual basis.

2. External Audits:

Financial statements of the institute are audited by appointing an external auditor. At the end of each financial year Chartered Accountant from Audit firm of CA Rakesh Dhingra conduct independent financial audits . In external audits financial records like balance sheet and income and expenditure statement are certified . These audits enable the institute to identify deficiencies in their accounting system and potential areas for improvement .

INTERNAL & EXTERNAL AUDIT POLICY

Policy at MERI College of Engineering and Technology

The Institute performs audit in two ways:

i) Internal audit ii) External audit for smooth conduction of finances.

Various accounts such as salary, library, Research and Development and laboratory equipment procurement and quality are audited at regular interval. All amendments are done immediately upon observations without any delay.

Approach of Internal and External audit:

1. Institute will have periodic internal and external audits. Institute appoints external auditors for the external audit of its annual accounts.
2. The financial statements of the Institute are independently audited by a qualified auditor in compliance with the accounting standards of India.
3. The internal audit team checks thoroughly all transactions under various departments Store, Cash, Bank, Billing, Maintenance, Capital Works etc.
4. Periodical reports will be submitted by the internal audit team to the management for corrective measures if required.
5. Annual stock verification will be carried out in stores and the internal audit team works with the Finance and Accounts Department.
6. External audit includes verification of all statutory commitments and compliance of the same carried out taking into consideration the reports of the regular internal audit.
7. Financial transactions including statutory compliances and filing of returns in time are all verified and certified.

The report by the audit team is corrected and precautionary measures taken to avoid any errors in the future, thereby adhere to standard accounting practices .



MERI

College of Engineering and Technology

Date:-24/01/2019

Ref.No. 10/2(06)/MERI-CET/2018/NOTICE

NOTICE: - LIBRARY STOCK VERIFICATION

This is in reference to the instructions from Management to carry out the Library Stock Verification. Following personnel may be deputed for this operation:

Sr.	Personnel Name	From	To
1	Ms. Renu Kirar (Asth. Librarian)	1	2636
2	Mr. Anand (Store Officer)	2636	5271
3	Mr. Ravinder (Lab Attendant)	5272	7907
4	Mr. Rajiv Marwah (Lab Attendant)	7908	10543
5	Ms. Sunita (Library Attendant)	10544	13179
6	Mr. Vinay (Syst. Admin)	13180	15808

Every individual staff member will be responsible for verifying books assigned to them according to the Accession Numbers shown in front of his/her name.

The process of stock verification may be started from 23rd January 2019 and may be completed by 10th February 2019.

[Signature]
Devender Vashisth

Library In-Charge

[Signature]
Registrar

(MERI-CET)

S/P Sir
Please provide computerised Accession Number list with Title Name/Author Name so that I can start the checkup of the stock. Anand
24/1/19

[Handwritten notes and signatures]
24/1/19
24/1/19
24/1/19
24/1/19

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MERI



College of Engineering and Technology

Ref.No. 10/2(06)/MERI-CET/2018/NOTICE

Date:-06/06/2019

OFFICE ORDER

This is for the intimation of all the Departments and Library stock verification of all the labs and inventory is to be conducted at the earliest so faculty concern is instructed to verify the stock and submit the report latest by 15th July 2019 to the undersigned. The following persons are deputed for the same:-

Sr.No.	Faculty Name	Department for Verification	Signature
1	Mr. Sandeep Chhillar Mr. Anand Prakash	CIVIL Department	 6/6/19
2	Mr. Ankit Sharma Mr. Manish Kumar	Mechanical Department	
3	Mr. Manoj Bansal Mr. Gaurav Kuami	CSE Department	
4	Mr. Sandeep Chhillar Mr. Manish Kumar	EEE/ECE Department	
5	Mr. Anand Prakash Mr. Gaurav Kumar	Physics Chemistry Language Lab	 6/6/19
6	Mr. Sandeep Chhillar Mr. Ankit Sharma	Sports/Other inventory	
7	Mr. Sandeep Chhillar Mr. Manish Kumar	GYM/Hostel	
8	Ms. Renu Ms. Sunita Bansal Mr. Rajiv Marwah	Library	

Registrar
6/6/19

MERI

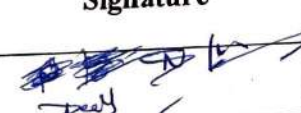
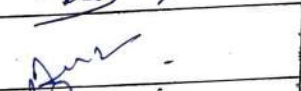


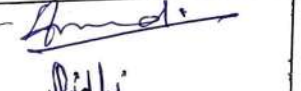
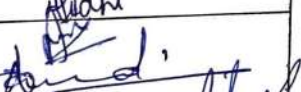
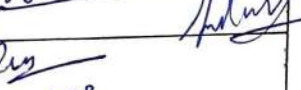

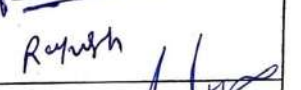



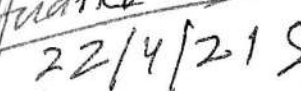






College of Engineering and Technology

Ref.No. 10/2(06)/MERI-CET/2018/NOTICE

Date:-22/04/2021

OFFICE ORDER

The annual stock verification is to be conducted as per details given under and submit the report by 06.05.2021:-

Sr.No.	Faculty Name	Department for Verification	Signature
1	Mr. Neeraj Kumar Mr. Deepak Anand	Civil Department	
2	Mr. Gaurav Kumar Mr. Ankit Sharma	Mechanical Department	
3	Mr. Manoj Bansal Mr. Ankit Sharma Mr. Rajnish	CSE Department Language Lab	  
4	Mr. Neeraj Kumar Mr. Saharsh Gera	EEE/ECE Department	
5	Mr. Anand Prakash Mr. Amit Kaushik Ms. Nidhi	Physics Chemistry	  
6	Capt. Randhir Singh Mr. Anand Prakash Mr. Sandeep Chhillar	Sports/Other inventory GYM/Hostel	  
8	Ms. Renu Mr. Pardeep Mr. Deepak Anand Ms. Anand Prakash Mr. Rajnish Ms. Geeta	Library	    
9	Mr. Sandeep Chhillar Capt. Randhir Singh / Sh. N. Drall Mr. Anand Prakash	Misc. College Item (Horticulture equipment, Bathroom Fixtures and other non-consumable item)	 

ms is approval of V.P. Sir,

copy to

ALL concerned.

Anand
22/4/21 S/O

MERI

College of Engineering and Technology

Date:-27/07/2022

Ref.No. 10/2(06)/MERI-CET/2018/NOTICE

NOTICE: - LIBRARY STOCK VERIFICATION

1. The following personnel are deputed for Library Stock Verification.
2. The timing is 09:30 A.M to 11:30 A.M. and 2:30 P.M to 4:30 P.M:-
3. Every individual staff member will be responsible for verifying books assigned to them according the rack no. and update it in the Google sheet. The google sheet is to circulated & maintained by Mr. Pardeep, Faculty In charge Library.
- 4.

Sr.No.	Name of Person	Rack No.
1	Ms. Jyoti Kumari Ms. Satwanti	All issue registers and books issued on library tickets and Almira book (Ref. Books)
2	Ms. Nidhi Ms. Preeti Dagar	Rack no. 1
3	Ms. Ekta Ms. Sheetal	Rack No. 2
4	Mr. Pardeep Mr. Deepak Anand	Rack No. 3
5	Mr. Neeraj Kumar Mr. Mukul Attri	Rack No. 4
6	Mr. Sandeep Chhillar Mr. Gaurav Kumar	Rack No. 5
7	Mr. Manoj Bansal Mr. Ajay	Rack No. 6
8	Ms. Nidhi, Ms. Preeti Dagar Ms. Ekta, Ms. Sheetal	Rack No. 7
9	Mr. Deepak Anand Mr. Neeraj Kumar, Mr. Mukul Attri	Rack No. 8

5. The process of stock verification may be started from 1st August, 2022 and may be completed by 10th August 2022. Ms. Jyoti Kumari is required to submit the detailed book verification report by 12th August 2022.


Registrar
(MERI-CET) 28/7/22

CC to:-

1. P.A to Director for Information Please
2. P. A to Dir.-Coordination for Information Please
3. P.A to V.P for Information Please

MERI

College of Engineering and Technology

Ref.No. 10/2(06)/MERI-CET/2018/NOTICE

Date:-19/01/2023

NOTICE: - LIBRARY STOCK VERIFICATION

1. The following personnel are deputed for Library Stock Verification.
2. The timing is 09:15 A.M to 11:15 A.M. and 03:00 P.M to 5:00 P.M:-
3. Every individual staff member will be responsible for verifying books assigned to them according the rack no. and update it in the Google sheet. The Google sheet is to circulated & maintained by Mr. Pardeep, Faculty In charge Library.
- 4.

Sr.No.	Name of Person	Rack No.
1	Ms. Jyoti Kumari Ms. Satwanti	All issue registers and books issued on library tickets and Almira book (Ref. Books)
2	Ms. Nidhi Ms. Preeti Dagar	Rack no. 1
3	Ms. Ekta Ms. Mrinal	Rack No. 2
4	Mr. Pardeep <i>Par</i> Mr. Deepak Anand	Rack No. 3
5	Mr. Prince Beri Mr. Brijesh <i>Brijesh</i>	Rack No. 4
6	Mr. Sandeep Chhillar Mr. Gaurav Kumar <i>Gaurav</i>	Rack No. 5
7	Mr. Manoj Bansal Mr. Ajay <i>Manoj</i>	Rack No. 6
8	Ms. Aditi Sharma Ms. Mamta <i>Aditi</i>	Rack No. 7
9	Ms. Jyoti Kumari Ms. Satwanti	Rack No. 8
10	Mr. Saharsh Gera One Helper	Rack No. 9

5. The process of stock verification may be started from 24th January, 2023 and may be completed by 30th January 2023. Ms. Jyoti Kumari is required to submit the detailed book verification report by 2nd February 2023.

Manoj
Registrar *19/1/23*

CC to:-

1. P.A to Director for Information Please
2. P.A to V.P for Information Please

MERI







College of Engineering and Technology

Ref.No. 10/2(06)/MERI-CET/2018/NOTICE

Date:-16/06/2023

OFFICE ORDER

The annual stock verification is to be conducted from 19.06.2023, as per details given under and submit the report by 03.07.2023:-

Sr.No.	Faculty Name	Department for Verification	Signature
1	Ms. Mrinal Ms. Mamta	CIVIL Department	
2	Mr. Aditi Ms. Preeti Dagar	Mechanical Department	
3	Mr. Manoj Bansal Mr. Deepak Anand	CSE Department Language Lab	
4	Mr. Brijesh Mr. Prince Beri	EEE/ECE Department	
5	Mr. Pardeep Ms. Aditi	Physics Chemistry	
6	Mr. Gaurav Kumar Mr. Sandeep Chhillar Mr. Jasvinder	Sports GYM Store	


Registrar 16/6/23

CC to:-

1. All Concerned
2. P.A to Director for Information
3. P. A to VP for Information

MERI

College of Engineering and Technology

Ref.No. 10/2(06)/MERI-CET/2018/NOTICE

Date:-26/06/2024

NOTICE: - LIBRARY STOCK VERIFICATION

1. The following personnel are deputed for Library Stock Verification.
2. The timing is 09:15 A.M to 12:30 P.M. and 02:00 P.M to 5:00 P.M:-
3. Every individual staff member will be responsible for verifying books assigned to them according the rack no. and update it in the Google sheet.

Sr.No.	Name of Person	Rack No.
1	Ms. Jyoti Kumari Ms. Satwanti	All issue registers and books issued on library tickets and Almira book (Ref. Books) Rack no. 1,2,3
2	Mr. Nitin	Rack no. 4,5
3	Mr. Vikas Sood	Rack No. 6,7
4	Mr. Ajay	Rack No. 8,9

4. The process of stock verification may be started from 27th June, 2024 and may be completed by 04th July, 2024. Ms. Jyoti Kumari is required to submit the detailed book verification report by 7th July, 2024.


Director

CC to:-

1. P.A to Director for Information Please
2. P.A to V.P for Information Please