



# POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution approved by RTU, AICTE & UGC • NAAC 'A' Accredited

**FINANCE POLICY**

**OF**

**POORNIMA INSTITUTE OF ENGINEERING  
AND TECHNOLOGY, JAIPUR**

**(AN AUTONOMOUS INSTITUTION)**



**(From Session 2025-26 onwards)**



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## **FINANCE POLICY**

**For Students Enrolled  
(From 2025-26)**

**01<sup>st</sup> August 2025**



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### Poornima Institute of Engineering & Technology (PIET) – Philosophy

**Our Vision:** To create knowledge-based society with scientific temper through cutting-edge technologies, innovative research and to become valuable resource for enriching mankind.

**Our Mission:**

- To provide an environment that will allow students and faculty members to be skilled in creation and implementation of new ideas.
- To provide platform to improve questioning, observing, testing, analyzing and communication skills.
- To provide qualitative education and generate new knowledge with integration of emerging technologies and research.
- To practice and promote high standard of potential ethics, transparency and accountability.

**We are committed** to delivering quality education through continuous faculty development, regular upgradation of facilities, and ongoing improvements aligned with UGC, AICTE & RTU standards, ensuring the satisfaction of all stakeholders.

**Over the years**, this approach has greatly enhanced students' personal growth, skill development, and confidence during placement opportunities. The Tutor system, extensive use of the Internet, and expert talks have enriched both students and faculty members, fostering effective problem-solving abilities and broadening global awareness. Additionally, communication skills and ethical values have been significantly strengthened. Orientation programs have further nurtured a sense of discipline, unity, and teamwork within the Poornima family, empowering individuals to excel as team players and leaders.

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## FINANCE POLICY

<b>Approving Authority</b>	Finance Committee (FC)
<b>Responsible Officer</b>	Finance Officer / Registrar
<b>Document Location</b>	Finance & Accounts Office
<b>Custodian</b>	Finance Officer / Registrar
<b>Year of Implementation</b>	2025
<b>Year of next Revision</b>	2027



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### 1. Introduction

This Finance Policy is designed to strengthen the College's financial management and internal controls. It ensures effective oversight of all financial activities while applying sound accounting principles tailored to the needs of educational institutions.

### 2. Objectives

The primary objectives of this Policy are to:

- 1) Establish, maintain, and promote robust financial management systems, procedures, and controls that support efficient and effective financial practices.
- 2) Plan, rationalize, coordinate, and regulate the College's revenue and expenditures to ensure optimal resource utilization in relation to:
  - a) Academic, research, and outreach programs and initiatives.
  - b) Student development, welfare, and performance, as well as the welfare and professional growth of teaching and non-teaching staff.
  - c) Capital budgeting and strategic financial decisions.
  - d) Procurement, repair, maintenance, safety, and security of college property and other institutional assets.

### 3. Applicability

- This document shall be referred to as PIET Finance Policy (Revenue Mobilization, Financial Probity, Accountability, and Audit).
- The Policy shall come into effect from the date of approval by the Finance Committee.

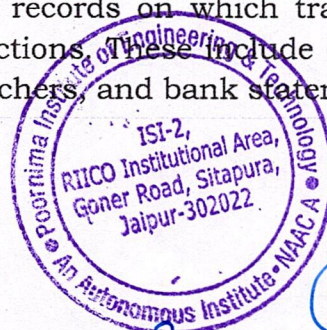
### 4. Definitions

For the purpose of this Policy, the following terms shall have the meanings assigned to them:

1. **Accounting Documents** – Physical records on which transactions are recorded or evidence of such transactions. These include cheque books, receipt books, invoices, payment vouchers, and bank statements.

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2. **Asset** – A resource with economic value owned or controlled by the College, from which future economic benefits are expected.
3. **Budget** – A formal written financial statement outlining planned revenues and expenditures for a specified period.
4. **Expenditure** – The outflow of economic resources incurred in the course of ordinary activities.
5. **Fixed Assets** – Tangible assets acquired with the intention of continuous use for a period exceeding one year.
6. **Financial Statements** – Reports including the Income Statement, Balance Sheet, and accompanying schedules prepared for the financial year.
7. **Accounting Standards** – Recognized principles of accounting adopted by the Finance Department for the preparation of accounts.

### 5. Financial Administration

#### a. Financial Year

The College's financial year shall be a period of twelve months, commencing on April 1<sup>st</sup> and ending on March 31<sup>st</sup> of the subsequent year.

#### b. Management of College Finances

The overall responsibility for managing the College's financial resources shall rest with the College Finance Committee (FC).

The BoG shall:

1. Approve financial policies.
2. Approve the College's annual budget.
3. Approve fees and other applicable levies.
4. Administer the property and funds of the College.
5. Approve the Annual Financial Statements.

For effective financial governance, the BoG may delegate specific responsibilities to designated personnel as outlined below.

#### c. Finance Officer

(1) The Finance Officer shall be a salaried officer of the College and shall perform the following duties:



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1. Exercise general or specific supervision, as provided from time to time under the governing regulations, over the College's funds, and provide advisory support on all financial matters arising from the implementation of the College's financial policy.
2. Perform any other functions as may be assigned by the Board of Governors, or the Principal/Director.

(2) Subject to the directives of the Board of Governors (BoG), the Finance Officer shall:

1. **Manage College Assets**

Hold and manage the property, investments, and endowed assets of the College as a trustee, ensuring their utilization in alignment with the objectives of the institution.

2. **Ensure Compliance with Expenditure Limits**

Monitor and enforce the expenditure limits set by the Finance Committee for both recurring and non-recurring expenses within a financial year, ensuring that all funds are utilized solely for their designated purposes.

3. **Prepare Financial Statements and Budgets**

Oversee the preparation of the College's annual accounts and formulate the budget for the forthcoming financial year, ensuring timely presentation to the Finance Committee.

4. **Monitor Financial Position**

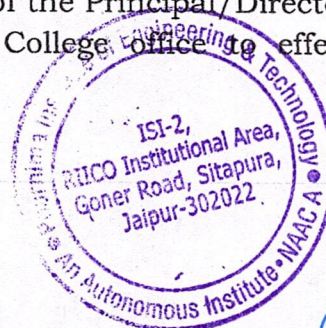
Continuously track and report on the status of cash and bank balances as well as the performance and safety of investments.

5. **Oversee Revenue Collection and Auditing**

Ensure the proper collection of the College's revenues and recommend appropriate systems, channels, and procedures to enhance revenue collection. Facilitate the regular auditing of accounts by duly appointed auditors.

6. **Obtain Financial Information**

Request, with the prior approval of the Principal/Director, any necessary financial information from any College office to effectively discharge financial responsibilities.



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### (3) Role in Committees

The Finance Officer shall serve as the Member-Secretary of the Finance Committee and Fee Committee, without the right to vote.

#### d. Internal Auditor

The College shall appoint an Internal Auditor, who shall report directly to the Principal/Director.

The primary responsibilities of the Internal Auditor shall include:

1. **Risk and Governance Assurance**

Evaluate and provide reasonable assurance that risk management, internal control, and governance systems are operating effectively.

2. **Information Security and Risk Exposure**

Assess information security measures and identify associated risk exposures.

3. **Regulatory Compliance**

Evaluate compliance with applicable laws, regulations, and institutional policies.

4. **Reporting and Recommendations**

Report any identified risk management issues and internal control deficiencies to the appropriate authorities.

5. **Operational Improvements**

Recommend measures to strengthen internal controls, enhance operational efficiency, and mitigate risks.

#### e. Sources of College Funds

The College shall derive its funds from the following sources:

1. Student fees.
2. Research grants from Government, Non-Government Agencies, and Industries.
3. Income from investments and other institutional services.
4. Endowments, gifts, and donations.
5. Grants received from government bodies and private agencies.
6. Consultancy fees.



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7. Loans from financial institutions.
8. Any other sources identified and approved by the Board of Governors (BoG) from time to time.

All funds received shall be deposited into the designated College bank accounts.

### f. Application of College Funds

The College funds shall be applied to the following key areas:

1. Payment of fixed assets for physical facilities for students such as infra upgradation, facility development, instrument purchase as per requirement of upgradation needed based on new technology and student welfare etc.
2. Payment of monthly expenses like: salaries, allowances, and benefits to staff.
3. Payment of library resources, research activities, academic development, costs related to education delivery, IT Tools, learning assessment.
4. Payment of operating expenses, including administrative, student-related, and financial costs.
5. Investments and transfers to the corpus fund.
6. Any other expenditure as may be authorized by the BoG from time to time.

### g. Annual Budget

Prior to the commencement of each financial year, the Finance Committee shall prepare draft estimates of both recurrent and development expenditures for the College in consultation with the Principal/Director.

These draft estimates shall be presented for review and recommendation, to the Board of Governors for final approval and adoption.

The Annual Budget shall account for all anticipated revenues and expenditures for the ensuing financial year and shall include provisions for:

1. Payment of salaries, allowances, and benefits for all College employees.
2. Funding for administrative and support services essential for achieving institutional objectives.
3. Financial support for institutional scholarships, teaching, and research activities.

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4. Allocation of funds for the development of physical facilities and infrastructure.
5. Proper maintenance of buildings, grounds, and other institutional assets.
6. Creation of reserve funds to meet future or contingent liabilities.

### 6. Final Accounts and Audit

#### a. Responsibility and Timelines

1. The Board of Governors (BoG) shall ensure the maintenance of proper books of accounts and records reflecting the College's income, expenditure, assets, and liabilities.
2. The College accounts shall be audited annually by External Auditors appointed for this purpose.
3. Within three months from the end of each financial year, the Principal/Director shall submit the draft accounts of the College for consideration and recommendation to the Board of Governors for final approval.
4. Within the prescribed statutory timeframe from the end of the financial year, the draft final accounts shall be submitted to the external auditors for audit.

#### b. Accounting Standards

1. The College financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and Indian Accounting Standards.
2. The financial statements shall always adhere to the going concern principle.
3. The policy and format of financial statement presentation shall remain consistent. Any changes, if necessary, shall be fully disclosed.
4. The College shall follow the historical cost concept for asset valuation and accounting.

### 7. Recurring Expenditure

#### a. General Guidelines

1. All recurrent expenditures must be incurred strictly within the approved budgetary limits.



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2. In exceptional circumstances, a budget revision proposal may be approved by the Principal/Director, subject to ratification by the Board of Governors.
3. Supplementary estimates shall be required for:
  - o Increases in salaries and wages.
  - o Any additional recurring or non-recurring expenditures, including capital-related expenses.

### 8. Payments to Suppliers of Goods and Services

1. The College shall maintain professional and cordial relationships with suppliers of goods and services.
2. Payments for goods or services received shall be made promptly, preferably within 20 days, subject to the following conditions:
  - o Compliance with specifications and technical requirements.
  - o Adherence to agreed credit arrangements.
3. All payments on behalf of the College shall be made by the Accounts Officer, except for petty cash disbursements. Such payments shall require approval from the Principal/Director.
4. The Accounts Officer shall be responsible for examining, verifying, and certifying invoices and accounts before payment. Certification for payment may be done by Heads of Departments or any other authorized officer.
5. The certifying officer shall ensure, before recommending payment, that:
  - o Quantities and prices are correct.
  - o No prior payment has been made for the same invoice.
  - o The goods or services have been satisfactorily received.
  - o The invoice is arithmetically accurate.
  - o Applicable discounts, if any, have been duly deducted.
  - o Prior funding approval has been obtained as per norms.
6. If the certifying officer has any queries regarding pricing or quantity, the matter shall be referred to the concerned department without delay.
7. The spending department shall record on each order copy:
  - o The date of delivery of each item, including gate entry details.
  - o The date each invoice is approved for payment, along with the cost and items to which it relates.

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### 9. Imprest

#### Imprest Accounting

1. The Accounts Officer, in consultation with the Principal/Director, may issue imprest advances to designated offices/officers for the payment of minor or routine expenses required from time to time.
2. Any officer to whom an imprest advance has been issued shall:
  - Obtain and retain vouchers substantiating each payment made.
  - Ensure the safe custody of imprest cash in their possession.
  - Restrict individual payments within limits approved in writing by the Principal/Director for specific classes of expenditure.
  - Not exceed estimated expenditure by more than 20% without prior approval from the Principal/Director.

#### Processing of Imprest

1. A duly completed and signed imprest requisition form by an authorized staff member shall be submitted at least 7 days in advance, clearly specifying the purpose and details for which the funds are required.
2. The Accounts Section shall confirm that the applicant has no outstanding imprest.
3. Payment may be made either in cash or by cheque, depending on the amount involved.
4. The entire process is expected to take a minimum of five working days.

#### Additional Guidelines

- No new imprest shall be granted until the previous one has been fully accounted for, except in exceptional cases approved by the Principal/Director upon the recommendation of the Accounts Officer.
- The College reserves the right to recover any outstanding imprest through payroll deductions.
- Cash imprests shall not exceed ₹1,000/-.
- All imprests shall be surrendered within one week after the completion of the planned trip or activity.
- A petty cash float, up to a maximum of ₹10,000/-, shall be maintained under the imprest system for minor office expenses. This limit may be

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revised with the approval of the Principal/Director and may be revised time and again.

- Cash held on college premises shall be securely stored overnight in a safe under dual custody.

### 10. Establishment of Records and Payment of Staff Emoluments

#### Records

1. The staff payroll shall be prepared on a monthly basis.
2. Additions or removals of staff from the payroll shall be made only upon approval by the Registrar.
3. Under the direction of the Registrar, the Accounts Officer shall maintain all necessary employee records relating to salaries, benefits, statutory contributions, and taxation. The Accounts Officer shall also ensure all relevant payments are made on behalf of both employees and the College to the appropriate agencies.
4. The Registrar shall provide the Accounts Officer with any required information necessary to fulfill these functions.
5. Changes to employees' earnings shall only be made with the written authority of the Principal/Director.

#### Payments

1. Under the direction of the Board of Governors (BoG), the Principal/Director shall authorize the implementation of any duly approved salary scales, wages, and allowances payable to staff.
2. The Accounts Officer shall be responsible for the payment of all salaries, wages, compensation, and emoluments to employees, under the Principal/Director's direction.
3. Deductions on behalf of employees (e.g., to third parties) may be made upon written application by the employee, but the College reserves the right to reject such deductions if deemed necessary.

### 11. Capital Expenditure

1. Prior to approval of any proposal involving capital expenditure, the Principal/Director shall obtain a report from the Accounts Officer on the financial implications of the proposal. The report shall also indicate

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- whether any amount has already been included in the approved budget for the scheme.
2. The inclusion of a capital expenditure item in the approved budget does not constitute final authorization for the project to proceed. A project may only commence after specific authorization by the Principal/Director, following BoG approval, and confirmation that funds are available.
  3. If the total cost of a project within the approved budget appears likely to exceed the provision by more than 20%, the Principal/Director shall submit a detailed report to the BoG. The BoG may then recommend supplementary estimates.
  4. If a new capital project (not included in the approved program) is subsequently approved by the BoG, it shall constitute an amendment to the capital budget.
  5. Upon completion of any capital project, the total cost and authorized provisions shall be reported to the relevant committee. The report shall include any additional funding requirements for submission to the Finance Committee and BoG for approval.
  6. The Principal/Director shall submit periodic progress reports on the capital budget to the BoG.

### 12. Control of Expenditure

The Accounts Officer shall be responsible for maintaining strict control and supervision over all expenditures, ensuring that:

- No expenditure is incurred without prior allocation of funds.
- No expenditure exceeds the amount allocated in the approved budget estimates.

### 13. Control, Collection, and Recovery of Income

#### a. Control of Income

1. Any proposal to modify an existing revenue source or to introduce a new revenue source shall require prior approval of the Board of Governors (BoG).
2. Before granting such approval, the BoG shall consider a detailed report from the Principal/Director outlining the financial implications of the proposal.



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### b. Collection and Recording of Income

1. The recording, calculation, and monitoring of all recoveries due to the College shall be under the general supervision of the Accounts Officer.
2. All monies due to the College shall be deposited into a designated College bank account(s) through electronic mode only, with deposit slips submitted to the Accounts Department for authentication and receipting.
3. In case of emergency any fund collection other than above system said be permitted from BoG at least 3 days prior and all monies received on behalf of the College shall normally be banked within 24 hours of receipt.

### c. Recovery of Dues

1. The Principal/Director shall ensure the recovery of all dues owed to the College, in line with the provisions of the approved fees policy.
2. Where necessary, the Principal/Director may authorize legal action in the interest of the College for the recovery of debts.
3. Under the direction of the Principal/Director or an authorized delegate, the Accounts Officer shall be responsible for the design, issuance, and control of all receipt forms and tickets acknowledging payments to the College.

No debt shall be written off without the prior approval of the BoG.

## 14. Banking

### a. Banking Arrangements

1. Bank accounts shall be opened only with the approval of the BoG, which shall also designate the authorized signatories.
2. Any changes to bank signatories or signing mandates shall require BoG approval.
3. All arrangements with the College's bankers relating to bank accounts and related transactions shall be made jointly by the Principal/Director or any authorised person by Board of Governors (BoG) on behalf of the College.
4. An overdraft facility on any College bank account may only be approved by the BoG.



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5. Cheques shall only be ordered by the Accounts Officer, in consultation with the Principal/Director, and adequate arrangements shall be made for their secure custody, both in the bank and in the office.
6. All cheques in current use shall be recorded in a cheque register maintained by the Accounts Department.
7. Subject to BoG approval, the Principal/Director may nominate, in writing, other officers authorized to sign cheques.
8. Every cheque drawn on a College bank account shall bear two authorized signatures.

### b. Bank Reconciliation and Reporting

1. As part of the internal control and cash monitoring system, the Principal/Director and the Accounts Officer shall have access to all bank accounts through e-banking facilities where available.
2. The Accounts Officer shall prepare and submit a monthly cash flow report to the Principal/Director.
3. Bank Reconciliation Statements for all College bank accounts shall be prepared monthly and submitted to the Principal/Director by the 10th day of the following month.

### 15. Accountable Documents

#### Custody and Control

1. All accountable documents shall be recorded in an Accountable Documents Register and kept in the custody of a designated officer within the Accounts Department.
2. Any loss of serialized accounting documents shall be promptly reported to the Principal/Director for necessary action.
3. No copies of accounting documents or records shall be made available to college employees or third parties without the explicit authorization of the Accounts Officer.
4. Electronic devices used for processing accounting information shall be restricted to authorized employees only.
5. Accounting documents shall be stored securely in compliance with relevant guidelines and treated with strict confidentiality.



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### 16. Accounting Arrangements

#### a. Stock and Stores (Including Consumables)

1. A College Store shall operate within the Purchase Department, serving as the central source for all departmental consumables and materials.
2. The Stores In-Charge shall ensure that stock levels are aligned with reasonable requirements, avoiding overstocking.
3. The Stores In-Charge shall be responsible for the care, custody, and safekeeping of all stores, equipment, and materials.
4. Accurate records of physical stock, stock issued, and balance in hand shall be maintained in a format approved by the Accounts Officer.
5. The Accounts Officer shall establish general principles for accounting and determining issue prices for materials and consumables drawn from the store.
6. The Internal Auditor shall have the right to inspect and verify, at any reasonable time, the stocks and consumables in any unit of the College and may request relevant explanations or information for purposes of costing, accounting, or security.
7. The Storekeeper shall maintain continuous stock-taking and submit a certified stock account as of 31st March each year, marking the close of the financial year.
8. Any stock discrepancies (deficiency or surplus) revealed during stocktaking shall be reported by the Accounts Officer, in consultation with the Principal/Director, with recommendations for corrective measures.
9. Obsolete or unserviceable stores or assets shall not be disposed of without BoG approval, which shall be based on a formal report submitted by the Principal/Director.

#### b. Fixed Assets

1. The College shall acquire fixed assets solely for the purpose of achieving its institutional aims and objectives.
2. Acquisition of assets shall follow deliberate consideration through the College's planning process and approval mechanisms.
3. A Fixed Assets Register shall be maintained for all assets, capturing key details such as:
  - o Asset description and identification number
  - o Acquisition cost
  - o Any revaluation details (if applicable)



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- Physical location
  - Details of repairs, improvements, or modifications undertaken
4. All assets, upon acquisition, shall be recorded in the Fixed Assets Register and tagged with an identity/asset number for easy tracking.
  5. The location and custody of each asset whether large or small, temporary or permanent must be clearly traceable from the Fixed Assets Register and the corresponding Head of Department/Section responsible.
  6. Except for land, the estimated useful life of each asset must be determined, and depreciation (or amortization) shall be charged based on the Written Down Value (WDV) method.

### 17. Insurance

#### a. Responsibility for Insurance Covers

1. Under the direction of the Principal/Director, the Accounts Officer shall be responsible for arranging all insurance covers on behalf of the College and for negotiating claims, where necessary, in consultation with other relevant College officers.
2. The Accounts Officer shall ensure:
  - Timely payment of premiums by the due dates.
  - Maintenance of comprehensive records of all insurance transactions.
  - Safe custody of all insurance policies of the College.
3. Under the direction of the Principal/Director, the Accounts Officer shall, in consultation with other officers, regularly review the College's insurance portfolio to ensure adequate coverage.

### 18. Internal Audit

1. There shall be an Internal Auditor, reporting directly to the Principal/Director, whose primary role shall be to conduct a continuous examination and audit of:
  - Accounts and financial records
  - Financial transactions
  - Stores, inventories, and related operations
2. The Accounts Officer and any other relevant officers or employees of the College shall fully cooperate with the Internal Auditor by providing all necessary records, documents, and information as required for audit purposes.



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3. The Internal Auditor shall have the authority to:
- Inspect any department, section, or unit of the College.
  - Access all reports, documents, and data necessary for audit.
  - Request the production of cash, stores, and other College property for verification.
  - Seek any explanations or clarifications deemed necessary to prepare informed audit reports for the Audit Committee.
4. In carrying out these duties, the Internal Audit function shall adhere to best practices and Indian Auditing Standards, ensuring accuracy, transparency, and accountability.

### 19. Rates of Remuneration, Sitting Fee, TA & DA

**Table 1: Documentation Fees (Applicable if Correction is Due to Student Part)**

Sr. No.	Particulars/Heads	Document Fees (INR)
1	Duplicate Statement of Grade	450/- Each Gradesheet
2	Duplicate copy of consolidated Marksheet/Gradesheet	950/-
3	Duplicate copy of Provisional Certificate	As Per RTU
4	Duplicate copy of Migration Certificate	As Per RTU
5	Duplicate Degree	As Per RTU
6	Issuance of verified and sealed transcripts	As Per RTU
7	Correction in Gradesheet	250/- Each document
8	Change of Name of Student	As Per RTU
9	Change of Branch of student	700/-
10	Migration Certificate	As Per RTU

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**Table 2: Sitting Fees**

Sr. No.	Particulars/Heads	Examination Fees (INR)
1	Main Exam	2500/- each semester
2	Supplementary & Back Exam	900/- for each subject with maximum = fee for main exam
3	Internal Improvement Exam for Midterm	200/- each subject
4	Revaluation Fee (End Semester Examination Only)	900/- for each subject/paper

**Table 3: Remuneration to Conduct Theory Examination**

Level of Staff	Per Day of 1 Session of 3 hrs. each	Per Day of 2 Session of 3 hrs. each
C.S.	450	700
A.C.S.	300	550
D.C.S.	240	500
R.S.	225	--
R.O.	225	--
Ministerial Staff	120	--
Daftri	90	--
Peon	90	--
Electrician, Plumber, Chowkidar	90	--
Sweeper	90	--

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**Table 4: Remuneration to Conduct Practical Exam**

Sr. No.	Particulars/Heads	(INR)
1	End of Term Practical Examinations	<b>25 per student</b> Examiner from NIT/IIT or equivalent
		<b>20 per student</b> Examiner from NAAC A & above / NBA accredited / Institutions ranked above Poornima in QIV/JIET Universe
		<b>No remuneration but OD to be considered</b> Examiner from Poornima Group

**Table 5: Remuneration to Evaluators**

Sr. No.	Particulars/Heads	(INR)
1	Remuneration for evaluating ESE answer booklets	<p>1. Standard Submission (Within 7 calendar days of assignment, max 250 answer scripts/examiner/week): ₹50/answer script.</p> <p>2. Extended Submission (8-14 calendar days of assignment, max 250 answer scripts/examiner): ₹40/ per answer script.</p> <p>3. Delayed Submission (15-30 calendar days of assignment, max 250 answer scripts/examiner): ₹35/ per answer script.</p> <p>Convenience pay of Rs. 150/- after completion of 150 papers within 10 Hrs.</p>

*Day*

*Anurag*



*Bshushma*

*Saisharma*



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**Table 6: Remuneration to Paper Setters**

Sr. No.	Particulars/Heads	(INR)
1	Remuneration for external paper setter	Rs. 1000/- for UG Programs Question Paper without solution Rs. 2000/- for UG Programs Question Paper with solution

**Table 7: Remuneration for Experts**

Name of the Item	Particulars/Heads	Remuneration (INR)
<b>Board of Governors</b>	Honorarium for External members/Experts for Board of Governors Meeting	5000
<b>Academic Council</b>	Honorarium for External members/Experts for Academic Council Meeting	5000
<b>Board of Studies</b>	Honorarium for External members/Experts for Board of Studies Meeting	3000
<b>Academic Audit</b>	UG / PG courses / per semester	5000
<b>Travelling Allowance</b>	Examiners/Experts from Institutions within the radius of 50 km (to and fro)	500
	Examiners/Experts from Institutions within the radius of 50-80 km (to and fro)	800
	Examiners/Experts from Institutions above 60 km	II AC Train Fare from the nearest Railway Station to Jaipur Junction. (If mode of travel is different from above, then prior approval is needed)
<b>Accommodation and Food</b>	Bills may be reimbursed as per the eligibility criteria of the respective expert member, if the institute guest house accommodation is not available.	

*Payal*

*Shubham*



*Bsheshma*  
*Saitharons*



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### 20. Minor Degree Fee Structure

Fee structure for the Minor Degree Program offered to undergraduate students at Poornima Institute of Engineering & Technology (PIET). The Minor Degree Program (Students can avail after completing 1st year of B.Tech) is an add-on qualification pursued alongside the primary degree.

**Table 8: Fee Structure (Per Semester)**

S. No.	Particulars	Fee (₹)
1	Tuition Fee (Per Course)	₹5,000
2	Examination Fee (Per Course)	₹900
3	Registration Fee (One Time)	₹700
<b>Grand Total (Third Semester)</b>		₹6600
<b>Grand Total (Fourth Semester Onwards)</b>		₹5900

### 21. Irregularities

1. If the Principal/Director has reasonable grounds to believe that an irregularity has occurred in the handling of college finances, stores, or other property, he/she shall initiate a formal investigation to determine the nature, extent, and cause of the irregularity or potential fraud.
2. Upon completion of the investigation, the Board of Governors (BoG), based on the Principal/Director's advice, shall determine the appropriate course of action for addressing the findings and implementing necessary corrective measures.

### 22. Fee Refund

#### 1. General Provisions

- Students who cancel or withdraw their admission at PIET shall be eligible for a refund of fees as per the following conditions.
- Regardless of any guidelines or notifications, PIET will give a full fee refund for all admission cancellations, with only a small processing fee of up to ₹1,000 if applicable.
- The last date of admission shall be formally notified by the Institute.



*Dayal*

*Shrinivas*

*Bshushama*

*Sai Shorma*



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**Table 9: Refund Policy Timeline**

Time of Withdrawal of Admission	Refund Percentage	Deduction (if any)
15 days or more before the formally notified last date	100%	Nil
Less than 15 days before the formally notified last date	90%	10% of total fee
Within 15 days after the formally notified last date	80%	20% of total fee
Between 16 to 30 days after the formally notified last date	50%	50% of total fee
More than 30 days after the formally notified last date	0%	No refund

### 2. Important Notes

- All refunds will be made only to the account from which the original payment was received, within a reasonable processing period.
- Students must submit a written application for withdrawal along with necessary documents for initiating the refund.
- The above policy will remain applicable for the session 2025–26 and will continue until revised as per future UGC directions.

### 3. Grievance Redressal

- Any delay or denial in the processing of legitimate refund claims may be addressed through the Student Grievance Redressal Cell of PIET in line with the UGC (Redressal of Grievances of Students) Regulations, 2023.
- The institution will ensure transparent and prompt handling of such grievances.

### 4. Compliance and Penalties

Non-compliance with this refund policy may result in punitive action as prescribed under UGC regulations.



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# POORNIMA

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For more information or to raise concerns, students may contact the Registrar  
Office or email: registrar.piet@poornima.org

### 23. Policy Review

1. This Finance Policy shall be periodically reviewed to:
  - o Rectify any anomalies or inconsistencies that may arise.
  - o Incorporate feedback from stakeholders, including deliberations and recommendations from focus groups constituted by the Principal/Director.
2. Any amendments or updates to this Policy shall be approved through the established governance structure of the College before implementation.

**PRINCIPAL**  
Poornima Institute of Engg. & Technology  
An Autonomous Institute • NAAC A  
ISI-2, RIICO Institutional Area  
Goner Road, Sitapura, Jaipur-302022

