



Accounts Mitaoe &lt;accounts.mitaoe@mitpune.edu.in&gt;

## Budget 2020-21 to be submitted by 31st December 2019

1 message

Rajendra Chandak &lt;rajendra.chandak@mitpune.edu.in&gt;

Mon, Dec 2, 2019 at 1:04 PM

To: allaccountsmaeer@mitpune.edu.in

Cc: allprincipalsmaeer@mitpune.edu.in, abhay birari <abhay.birari@mitpune.edu.in>, Anil Kaware <anil.kaware@mitvgschools.edu.in>, Ashok Shedshale <ashok.shedshale@mitpune.edu.in>, MAEER Budget <budget.maeer@mitpune.edu.in>, Rajendra Mehta <rajendra.mehta@mitpune.edu.in>, Sachin Munde <sachin.munde@mimsr.edu.in>, "accounts.vgsloni" <accounts.vgsloni@mitvgschools.edu.in>, principal vgsloni <principal.vgsloni@mitvgschools.edu.in>, Vedika Tilekar <vedika.tilekar@mitpune.edu.in>, Prem Mehta <prem.mehta@mitpune.edu.in>, Group 59 <group59@mitpune.com>, Suchitra Karad <suchitra@mitpune.com>, Sunil Karad <sunilkarad@mitpune.com>, Swati Mukund <swatimukund@mitpune.com>, Rahul Karad <rahulkarad@mitpune.com>, Rajesh Karad <rajeshkarad@mitpune.com>, Ramesh Karad <ramesh.karad@mimsr.edu.in>, Aditi Karad <ad@vrhpune.com>, Mangesh Karad <mangesh.karad@gmail.com>

Dear All,

As you are aware that we have to submit Consolidated Annual Budget to Charity Commissioner on or before 28 February every year. Budget should be realistic and meaningful which will help us to save the cost and is also a tool for decision making for the Top Management. We are planning to consolidate the budget of all the units by 31st January 2020, of course all the Income and Expenses heads will be discussed with you in person and based on the previous experience the budget for 2020-21 will be finalized and will be submitted to the Hon Board of Trustees (BoT) for approval and for submission to Charity Commissioner.

Please take due care to study all the Income and expenditure heads in depth, discuss with your staff, Head of the Institution and take the approval of Hon Executive Directors and submit us the Proposed Annual Budget latest by **31st December 2019**.

After compilation of above data, Please prepare surplus/(deficit) statement of the unit.

**Please submit the following information ( detailed) on or before 31st December 2019**

### a] Budgeted Receipts

- 1] Prepare student wise approved intake and proposed admissions FOR ALL THE FACULTIES/COURSES (year wise/batch wise) EXISTING AND PROPOSED TO BE STARTED NEW IN THE FINANCIAL YEAR 2020-21
- 2] Details of other income etc.

### b] Budgeted Expenses

1] Month wise GROSS salary sheets for 12 months considering increments etc for all the staff (send bifurcation of teaching and non teaching staff)  
2] Head wise expenditure to be incurred in the financial year 2020-21 in the same format. **Please do not change the format or head of expenses of Budget format. Please note that to keep uniformity for all the units, Expenses should be debited to these heads only. ( We are going to implement Tally ERP at HO level so that data from units can be transferred to HO and combined Trial Balance can be taken out at any time)**

c] Surplus/(deficit) (a-b)

**Please do not send the budget for statutory payments such as TDS/PT /EPF/ST.**


**The budget should be sent to [budget.maeer@mitpune.edu.in](mailto:budget.maeer@mitpune.edu.in) in the attached Budget format.**

Thanks & Regards!

**CA Rajendra Chandak  
Chief Accounts & Finance Officer (CFO)  
MAEER'S,  
MIT Group of Institutions  
Pune- 411 038  
Contact: 7722017370  
mail: [rajendra.chandak@mitpune.edu.in](mailto:rajendra.chandak@mitpune.edu.in)  
[www.mitpune.com](http://www.mitpune.com)**

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 Budget Format 02.12.2019.xlsx  
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December 2, 2019

**Circular****Subject:** Budget Expenditure for the FY 2020-21.

The following information is required for estimation of Budget for the Financial Year 2020-21. All the departments are required to furnish the details for the budget in following heads along with necessary supporting documents and submit to accounts section by 10<sup>th</sup> December 2019.


**Name of Department:** \_\_\_\_\_

<b>Expenditure Budget Head</b>	<b>Applicable Dept.</b>
1. Equipment	All Schools/Department
2. Consumables	All Schools/Department
3. Research Expenses	All Schools
4. Staff Training	All Schools/Department
5. Industrial Visit	All Schools
6. Seminar	All Schools
7. Repairs & Maintenance	All Schools & Estate Dept.
8. Student Activities	Dean - S.A.
9. Advertisement Expenses	H.R.Sect./Student Sect./Registrar
10. Affiliation Fees	Student Section/Registrar
11. Electricity Exp.	E&TC Dept.
12. Garden Expenses (Garden Maintenance)	Estate Dept.
13. Placement Expenses	Placement Dept.
14. Printing & Stationery	Store Dept.
15. Property Tax	Estate Dept.
16. Housekeeping & Security	Estate Dept.
17. Library Books & Journals	Library
18. Staff Welfare	H.R. Section
19. Telephone & Internet	Estate Dept. and Internet Centre
20. Travelling & Conveyance	Estate Dept.
21. Vehicle Maint. Diesel/Insurance/Tax	Estate Dept.
22. Water charges	Estate Dept.
23. Furniture & Fixtures	Estate Dept.
24. Building Construction	Estate Dept.
25. Vehicle Purchase	Estate Dept.
26. Salary	Accounts
27. Office & Other Expenses	Accounts



Dr. M. D. Goudar  
Director

2/12/19. 3

\* Sent through mail to All School Deans / Section Heads  
on 3/12/2019. 

**Subject:** Budget Expenditure for the F.Y. 2020-21

Sl. No.	School Dean/Section Head	Signature
1.	Dean School of Chemical Engineering	
2.	Dean School of Mechanical & Civil Engineering	
3.	Dean School of Computer Engineering & Technology	
4.	Dean School of Electrical Engineering	
5.	Dean School of Engineering Design	
6.	Dean School of Engineering Science & Humanity	
7.	Controller of Examination	
8.	Registrar	
9.	Director - T&P	
10.	Chief Rector - Hostel	
11.	Head Store/ Purchase	
12.	Head- Accounts	
13.	Head- Student Section	
14.	H. R. Manager	
15.	Head - Internet Center	
16.	Librarian	
17.	Estate Manager	
18.	Director Office	
19.	Dean-S.A.	
20.		

**MIT ACADEMY OF ENGINEERING**  
 Alandi, Dist-Pune  
**School of Chemical Engineering**

Date: 10/12/2019

**BUDGET FOR YEAR 2020-21**

**DEPARTMENT OF CHEMICAL ENGINEERING**

Sl. No.	Expenditure Head	Amount required in Rs.(Lacs)
01	Equipment <i>New lab (CET)</i>	23.00
02	Software <i>ASPEN, 1YR</i>	8.00 <i>\$ 2000/-</i>
03	Consumables	9.85 <i>2L</i>
04	Research Expenses	7.50
05	Staff Training <i>+ Family</i>	5.00 <i>(3)</i>
06	Industrial visit	4.00
07	Seminar <i>BOJ</i>	5.50
08	Repair & Maintenance <i>14 Chem</i>	20.15
<b>Total</b>		<b>83.00</b>
<b>Rs. Eighty Three Lacs Only</b>		

*M. S. Narayan*  
 10 Dec 2019  
 Dean,  
 School of Chemical Engineering



*To, Accounts* *5*  
 Please call for  
 details in district  
 with Registrar  
 10/12/19

Accounts Dept.  
 Received on: 10/12/19  
 Sign: *[Signature]*

## DETAILS AND JUSTIFICATION

### 01 Equipment's

Sl. No.	Name of the Lab.	Amount in Rs (Lacs).
01	Mass Transfer Lab	4.00
02	Mechanical Operation Lab	1.00
03	Process Instrumentation & Control	1.50
04	Chemical Reaction Engg	2.00
05	Heat Transfer	3.00
06	Fluid Mechanics	1.00
07	Analytical Lab	3.00
08	Chemical Engg. Design Lab	5.50
09	Chemistry Lab	2.00
	<b>Total</b>	<b>23.00</b>

### 02 Software

Sl. No.	Name of the Lab.	Amount in Rs (Lacs).
01	Chemical Engg. Computer lab	8.00

### 03 Consumables

Sl. No.	Name of the Lab.	Amount in Rs.( Lacs)
01	Chemistry Lab	2.00
02	Mass Transfer Lab	1.00
03	Heat Transfer Lab	0.20
04	Mechanical Operation Lab	0.20
05	Process Instrumentation & Control	0.25
06	Chemical Reaction Engg	2.00
07	Fluid Flow Operation	0.20
08	Stationary	1.00
09	Analytical Lab	1.00
10	Project Work	2.00
	<b>Total</b>	<b>9.85</b>

*Mona Bera*  
Dean, 10 Dec 2019  
School of Chemical Engineering



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04 Research Expenses

Sl. No.	Name of the Lab.	Amount in Rs. (Lacs)
01	Seed Money	2.50
02	Consumables for R & D Projects.	3.00
03	Departmental Library books	2.00
	Journals.	
<b>Total</b>		<b>7.50</b>

05 Staff Training

Sl. No.	Activity Details	Amount in Rs. (Lacs)
01	Staff welfare training & programme Career Advancement for Faculty / Staff (One for each year) & Paper presentation / Workshop / STTP	5.00
<b>Total</b>		<b>5.00</b>

05 Industrial visit

Sl. No.	Activity Details	Amount in Rs. (Lacs)
01	Industrial Visits	4.00

06 Seminar

Sl. No.	Activity Details	Amount in Rs. (Lacs)
01	Seminar	1.50
02	Honorarium/Professional/Visiting faculty (Talks/guest lectures on academic)	4.00
<b>Total</b>		<b>5.50</b>

M. S. Narayanan  
 Dean, 10 Dec 2019  
 School of Chemical Engineering



### 07 Repair & Maintenance

Sl. No.	Name of the Lab.	Amount in Rs. ( Lacs)
01	Mass Transfer Lab	1.00
02	Heat Transfer Lab	0.50
03	Mechanical Operation Lab	0.20
04	Process Instrumentation & Control	0.50
05	Chemical Reaction Engg	0.75
06	Fluid Flow Operation	0.20
07	Analytical Lab	1.00
08	Chemical Engg. Computer lab	1.00
09	Chemical Engg. Design lab	1.00
10	Chemistry Lab (Renovation)	14.00
	<b>Total</b>	<b>20.15</b>

*M. S. Narayan*  
Dean, 10 DEC 2019  
School of Chemical Engineering



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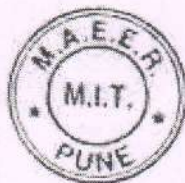
**MAEER'S  
MIT ACADEMY OF ENGINEERING, ALANDI, PUNE  
BUDGET FOR THE FINANCIAL YEAR 2020-21**


Sr.No.	Particulars	Budget 2019 - 2020	Actuals for 2019 - 2020	Budget 2020 -
<b>PART - A : REVENUE BUDGET</b>				
1	Revenue from Fees	3,961.67	3,868.86	3,926.37
a	F.Y.B.Tech to B.E	3,873.53	3,841.93	3,901.14
b	M.Tech	88.14	26.93	25.23
c	Hostel	-	-	-
2	Revenue from Other Income	20.00	18.89	20.00
a	Certification Course	-	-	-
b	Other Receipts	20.00	18.89	20.00
<b>Total (PART - A)</b>		<b>3,981.67</b>	<b>3,887.75</b>	<b>3,946.37</b>
<b>PART - B: CARRIED OVER LIABILITIES</b>				
1	Repayment of Loans	239.60	239.60	275.28
a	The Federal Bank Ltd TL -2581	34.39	34.39	34.39
b	The Federal Bank Ltd TL -2631	19.84	19.84	19.84
c	The Federal Bank Ltd TL -2698	149.72	149.72	207.15
d	HDFC Bank Ltd TL -8	35.65	35.65	3.17
e	HDFC Bank Ltd TL -9	-	-	10.73
2	Pending Bills	29.80	29.80	300.00
<b>Total (PART - B)</b>		<b>269.40</b>	<b>269.40</b>	<b>575.28</b>
<b>PART - C : RECURRING EXPENDITURE BUDGET</b>				
1	Salary - Teaching	1,838.10	1,487.88	1,630.66
2	Salary - Non Teaching	810.81	755.96	824.31
3	EPF - Employer Share	95.00	92.65	86.70
4	Honorarium	90.00	97.22	90.00
5	Housekeeping Expenses	253.20	276.63	200.00
6	Advertisement	23.73	15.08	22.00
7	Affiliation & Reg.Fees	14.24	9.03	15.00
8	<u>Bank Interest</u>			
a	Interest on OD	13.51	13.51	24.29
b	Interest on Term Loan	80.22	80.22	15.47
9	Books & Periodicals	9.49	9.00	20.00
10	Garden Expenses	4.75	2.86	10.00
11	Generator Expenses	11.39	9.65	12.00
12	Industrial Visits & Study Tours	4.75	3.78	10.00
13	Insurance	0.43	0.53	0.55
14	Office & Other Exp	33.23	15.53	16.00
15	Printing & Stationary	18.99	19.75	16.00
16	Property Tax	18.99	18.99	21.00
17	Placement Expenses	9.49	7.68	20.00
18	Repairs & Maintenance			



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	a	Building Repairs	18.99	18.99	40.00
	b	Equipment & Computers Repairs	9.49	9.59	10.00
	c	Other Repairs & Maintenance	28.48	29.00	30.00
19		Robocon Expenses			
20		Rent Rates and Taxes / Sports Ground	15.95	17.29	17.72
21		Seminar & Training Expenses	28.48	17.80	50.00
22		Staff Welfare Expenses	4.75	4.76	5.00
23		<u>Student Activities</u>			
	a	Prize & Awards		-	2.00
	b	Gathering / Annual Day Expenses	11.39	11.39	12.00
	c	Sports Day Expenses	4.75	4.75	6.00
	d	Other Expenses	18.99	18.99	20.00
24		Software Expenses			
25		Telephone & Internet Charges			
	a	Telephone Expenses	5.70	5.76	6.00
	b	Internet Expenses	27.53	26.20	27.00
26		Travelling & Conveyance	37.97	37.89	35.00
27		Vehicle Maintenance	28.48	30.98	31.00
28		<u>Utility Expenses</u>			
	a	Electricity Charges	22.78	28.50	30.00
	b	Solarpower Charges	34.18	36.77	36.00
	c	Water Charges	1.90	1.46	2.00
34		Consumable Goods	14.57	16.88	15.00
35		Exam expenses			
36		Foreign Collaboration	4.75	2.00	5.00
37		Research Expenses	8.84	7.08	10.00
38		Scholarship	1.90	0.90	10.00
39		Annual Subscription & Membership	-	-	5.00
40		Study Material	-	-	
		<b>Total (PART - C)</b>	<b>3,660.17</b>	<b>3,242.93</b>	<b>3,438.70</b>
<b>PART - D : CAPITAL EXPENDITURE BUDGET</b>					
		1 Buildings	-	-	150.00
		2 Equipments	180.00	116.68	150.00
		3 Furniture	25.00	25.00	50.00
		4 Library Books	15.00	15.02	23.78
		5 Vehicles	20.00	-	-
		6 Sofwares	20.00	20.00	75.00
		<b>Total (PART - D)</b>	<b>260.00</b>	<b>176.70</b>	<b>448.78</b>
<b>PART - E : TOTAL EXPENDITURE (B+C+D)</b>					
			<b>4,189.57</b>	<b>3,689.03</b>	<b>4,462.76</b>
<b>SURPLUS / (DEFICIT) A - (B+C+D)</b>			<b>(207.90)</b>	<b>198.73</b>	<b>(516.39)</b>



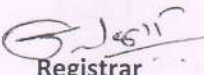
  
 CHIEF FINANCE AND ACCOUNT OFFICER  
 Maharashtra Academy of Engineering &  
 Educational Research Pune

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Sr. No.	Particulars	Budget 2019-20	Actuals for 2019-20	Likely for 2019-20	Estimated total for the year 2019-20	Budget 2020-21
<b>PART - D : CAPITAL EXPENDITURE BUDGET</b>						
1	Buildings	-			-	150.00
2	Equipments	180.00	32.96	83.72	116.68	250.00
3	Furniture	25.00	2.13	22.87	25.00	100.00
4	Library Books	15.00	9.90	5.12	15.02	25.00
5	Vehicles	20.00			-	10.00
6	Softwares	20.00		20.00	20.00	75.00
7	Others	-			-	-
<b>Total (PART - D)</b>		<b>260.00</b>	<b>44.99</b>	<b>131.71</b>	<b>176.70</b>	<b>610.00</b>
<b>PART - E : TOTAL EXPENDITURE (B+C+D)</b>						
		<b>4,189.59</b>	<b>2,008.26</b>	<b>1,850.97</b>	<b>3,859.23</b>	<b>4,108.94</b>
<b>SURPLUS / (DEFICIT) A - (B+C+D)</b>		<b>(207.92)</b>	<b>88.38</b>	<b>(59.86)</b>	<b>28.53</b>	<b>103.90</b>

Note: Surplus amount of Rs 1.03 Crore is kept reserved for Loan Repayment & Bank Interest.

  
Accounts Officer

  
Registrar

  
Director

  
Executive Director

4th June, 2020

**Inter Office Communication**


To,

**Computer and IT Dean - School of Computer Engineering & Technology****Subject: Budget allocation for F.Y. 2020-21 for Information Technology**

After revision and approval, the allocated budget under the various 'Heads' that come under your purview is as follows.

Sl. No.	Budget Head	Rupees in Lakh
1.	Equipment	11.00
2.	Consumables	1.00
3.	Seminar & Training expenses	1.00
4.	Industrial Visit	0.90
5.	Equipment & Computer Repair	0.70
6.	Research	0.90
7.	Student Activity	1.00
8.	Honorarium/Visiting	1.00
9.	Software	3.00

The expenditure has to be monitored scrupulously so as to avoid any overspending. The midterm review will be taken for expenses incurred by you.

  
(Dr. Mahesh D. Goudar)  
DirectorRecd.  
Tally  
10/6/20.