

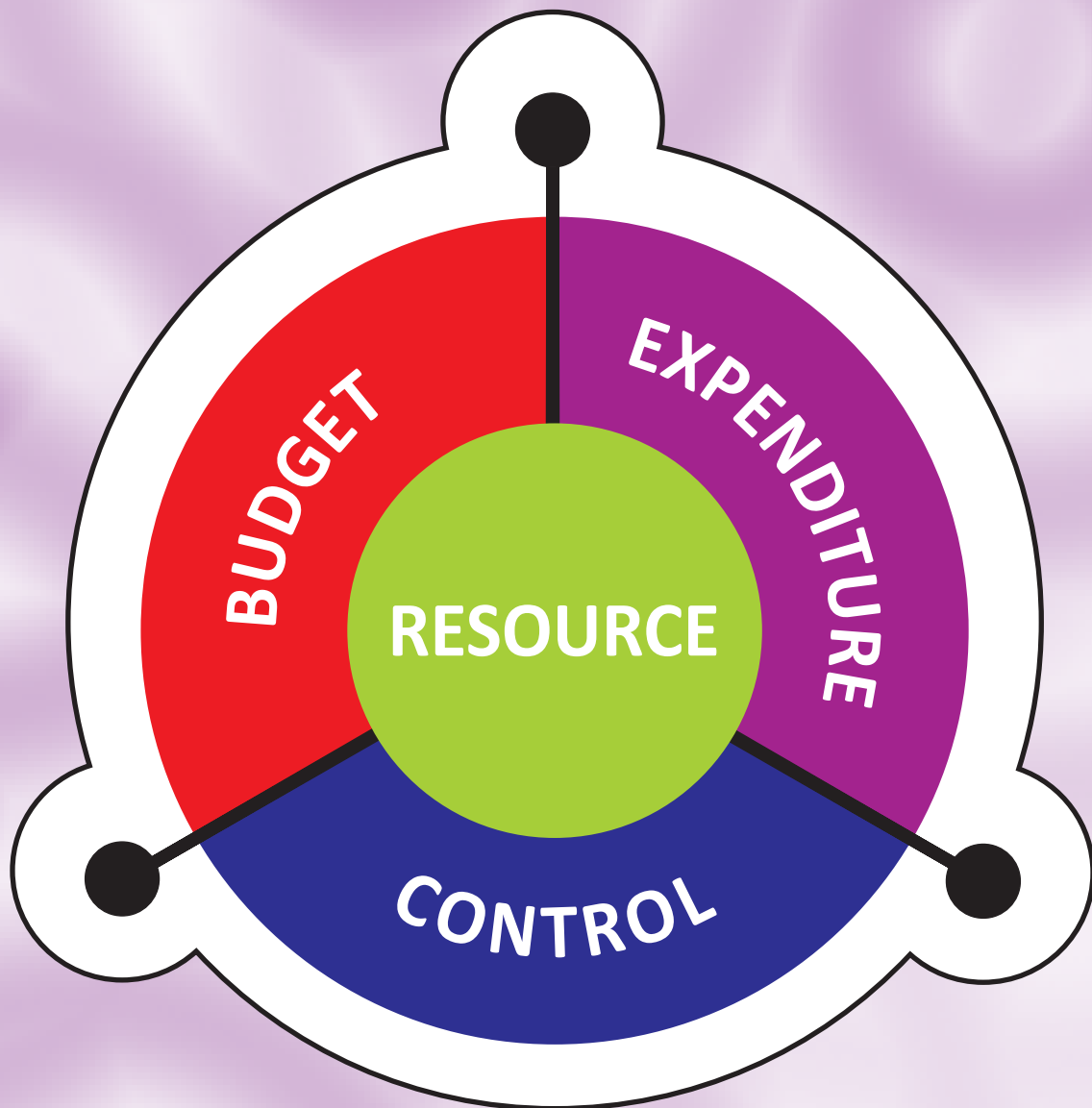
DPU

Dr. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade)
20th rank in **Medical Category** and 46th rank in **University Category** in India (NIRF-2019)
(Declared as **Category - I University** by UGC Under Graded Autonomy Regulations, 2018)
(An ISO 9001 : 2015 and 14001 : 2015 Certified University)

Standard Operating Procedure for Strategies for Optimal Utilization of Resources



Approved by the Board of Management at its meeting held on
12th April 2019 vide its resolution No. BM-19 (iv)-19.

NOTIFICATION

Ref. No. : DPU/437(6)/2019
Date : 06-05-2019

In pursuance of the resolution passed by the Board of Management at its meeting held on **12th April 2019**, vide its resolution no. **BM-19 (iv) – 19** and the decision taken by the Vidyapeeth Authorities.

It is hereby notified for information of all concerned that the Dr. D. Y. Patil Vidyapeeth, Pune has published Standard Operating Procedure for **Strategies for Optimal Utilization of Resources**, for your information and record.

The SOP for **Strategies for Optimal Utilization of Resources** will serve as detailed guidelines as below;

- **Optimum Utilization of Resources**
- **Utilization Monitoring Mechanism**

The SOP will be useful to all the concerned. This will come into force with immediate effect.



(Dr. A. N. Suryakar)
Registrar

Copy to;

1. P.S. to Chancellor for the Kind information of Hon'ble Chancellor, Dr. D. Y. Patil Vidyapeeth Pune.
2. P. S to Vice Chancellor for the Kind information of Hon'ble Vice Chancellor, Dr. D. Y. Patil Vidyapeeth Pune.
3. Finance Officer
4. Director (IQAC)
5. All the Heads of the Institutes
6. Web master for uploading on website

Encl: as above

**Dr. D. Y. PATIL VIDYAPEETH PUNE
(DEEMED TO BE UNIVERSITY)
DPU STRATEGIES FOR OPTIMAL UTILIZATION OF
RESOURCES**

INTRODUCTION

WHEREAS, Dr. D. Y. Patil Vidyapeeth Pune (deemed to be University) has been classified as Category I University by UGC and ranked 46th in University Category and 70th in overall Category in India by NIRF 2019, MHRD, New Delhi. **Dr. D. Y. Patil Vidyapeeth Pune (Deemed to be University)** has thus earned these distinctions in a short period of time ever since it got recognized by UGC in 2003 as a Deemed to be University.

AND WHEREAS, as per the provisions of the Bye- Laws of Dr. D. Y. Patil Vidyapeeth Pune, Bye Law No. 1.4.4 provides, powers and functions of the Finance Committee to recommend all financial matters to Board of Management.

AND WHEREAS, as per the provisions of University Grants Commission (Institution Deemed to be University) Regulations, 2019 sub clause 10.7 and sub-sub Clause No. 10.07.1 and 10.07.2 of the Regulations and also provisions of the Bye-Laws of Dr. D. Y. Patil Vidyapeeth Pune, **Bye Law No 1.1.4 clause No. xiii** provides that the Board of Management shall be the principal organ of management and the apex executive body of the institution Deemed to be University, with powers to make rules and shall be the final decision making body in respect of every matter including academic, administrative, personnel, financial, development matters of institution deemed to be University.

AND WHEREAS, DPU Vision 2025 document has a clear destination and direction to the development of Vidyapeeth and its constituent units. It has laid down the strategies to be pursued in field of (1) education, (2) Research, (3)

Human Resources, (4) Learning and (5) Infrastructure. The strategies are being implemented through various University / Constituent Unit level Committees / Departments. Vidyapeeth has a proper system for effective and efficient use of available financial resources.

Optimum Utilization of Resources:

Before the financial resources available can be utilized, it is imperative to plan the utilization first. Accordingly, the Vidyapeeth plans its utilization of the financial resources through the Annual Budget exercise. The process followed is as under:

1. Vidyapeeth and all its constituent units and departments prepare their annual budget keeping in mind the strategies laid down in DPU Vision 2025 document.
2. This budget is presented before the Finance Committee that reviews the various budget provisions made.
3. Upon approval by the Finance Committee, the budget is placed before the Board of Management.
4. Upon approval by Board of Management, the budget is sent to the Constituent Units for implementation.
5. The actual expenditure is done against the above-mentioned approved budget.
6. The Finance and Accounts Office of each constituent unit closely monitors the expenditure.

A budget is a financial plan prepared based on the medium to short term projection made before the start of a year. As the year progresses, it is natural for some of the projections not to happen as per the expectations. This can have an impact on the annual budget. To cater to such events, Vidyapeeth has, in its processes, provided for re-appropriation to the annual budget. This re-appropriation also follows the abovementioned process of approval from Finance Committee as well as the Board of Management.

Utilization Monitoring Mechanism:

The utilization of the financial resources of Vidyapeeth are monitored through the following processes / institutional mechanisms:

1. **Pre-Audit / Internal Audit:** All the transactions go through the process of pre-audit whereby the transaction is checked in detail by a Chartered Accountant, who is appointed for this purpose. This process happens continually throughout the year.
2. **Statutory Audit:** A firm of external Chartered Accountants duly appointed by the Board of Management does the annual statutory audit of the transactions. They independently audit the financial statements prepared by Vidyapeeth and its constituent units. After the audit, they give their opinion in the forms of Audit report and Audited Financial Statements. For the past five years, the external auditors have not made any material observations in their audit report.
3. **Planning and Monitoring Board** monitors the resource utilization in the development programs proposed by the Vidyapeeth and its constituent units.

4. Finance Committee reviews and approves the Annual Budget as well as the Audited Financial Statements

5. Board of Management reviews and approves the Annual Budget as well as the Audited Financial Statements

(Dr. A.N. Suryakar)
Registrar



Dr. D.Y. PATIL VIDYA PEETH, PUNE
(DEEMED UNIVERSITY)

