

**OFFICE OF THE REGISTRAR**

SU/Reg./Notification/2018/414

July 20, 2018

**Notification**

To create awareness and facilitate and to ensure the proper financial procedures and practices, the contents of extract from 'Finance and Accounts Manual' related to the employees of Sharda University, is hereby notified for all concerned.



(Amal Kumar)  
Registrar

**Enclosure:** As stated above.

**To,**  
All employees of Sharda University

**Copy to;**

1. Chancellor/ Pro-Chancellor
2. Vice-Chancellor/ Pro-Vice-Chancellors
3. Principal Advisor
4. All Deans/ Directors
5. Dean, Academic Affairs/ Students' Welfare/ Research/ Chief Proctor
6. Finance Officer/ Controller of Examinations
7. Medical Superintendent (Sharda Hospital)
8. Ex. Er./ Sr. Security Officer (SSO)
9. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
10. Web content (*for uploading on Sharda University Website*)
11. Notification file

Note

iGAP – Office

Date – 20/07/2018

To,  
The  
Vice Chancellor,  
Sharda University

**Sub- Seeking approval for circulating Finance & Account Manual with contents extracted related to employees**

Dear Sir

Kindly find enclosed herewith the Finance & Account Manual with contents extracted related to employees. This has been compiled for the following purposes:

1. To create awareness and facilitate employees
2. To ensure that proper financial procedures and practices are followed

The Contents extracted are as follows:

1. Introduction (Purpose, working days, meeting hours, Visiting hours)
2. Imprest, Advances and their Settlement + Process Map
3. Functions, Seminars, Sports & Cultural Activities + Process Map
4. Student Tours + Process Map
5. Expenditure incurred on the conduct of Examination + Process Map
6. Affiliation Fee, Legal & Professional Expenses and Expenditures incurred on Training & Placement + Process Map
7. Payments to Visiting Faculty, Guest Lectures and Stipend etc. + Process Map
8. Payments of advances to staff + Process Map

The above is placed for your perusal and approval.

*APP upload on web.  
Chancellor  
20/7*

*[Signature]*  
*[Signature]*  
For Team iGAP 20/7/18

## **INTRODUCTION**

### **Purpose of Manual**

The Finance and Accounts Manual of Sharda University (**hereinafter referred as Accounting Manual**) has been prepared to document the procedures followed by the Finance & Accounts Department (**hereinafter referred as Department**) of Sharda University and all its constituent schools. The manual while on one hand will ensure that the financial procedures and practices followed by the University are in conformity with the generally accepted accounting principles and on the other hand, it will ensure that the University finances are managed with responsible stewardship. The manual also lays down pathway for safeguarding the University assets.

The duties and responsibilities of Department and its functionaries have also been defined clearly. Every functionary is expected to work in accordance with the procedures and policies as laid down in this manual. The department in all the constituent schools of the University are required to follow the accounting procedures as laid down in the manual.

### **Amendments to the Accounting Manual**

In order to keep pace with the changes and advancement in the field, the Accounting Manual, or any of its clauses may be amended by the competent authority. All the stakeholders, the members of staff and Officers of the University, may forward the proposed modification(s) with justification to Finance Officer who after the approval of the Competent Authority will get the amendment incorporated in the Accounting Manual.

### **Financial Year**

The financial year of Sharda University and all its constituent schools shall begin on April 1st of a calendar year and end on March 31<sup>st</sup> of the subsequent year.

### **Working days & meeting hours**

**Working days:** Monday to Saturday (Except 2<sup>nd</sup> & 4<sup>th</sup> Saturdays & holidays notified by the University)

**Visiting time for the members of staff as well as the Vendors:** All working days between 2 PM to 4 PM.

**Office timings:** 10.00 AM to 6.00 PM

**Note:** Please note that student section will remain open on all working days including all holidays during 1<sup>st</sup> May to 31<sup>st</sup> August in order to facilitate the students.

## **1. Imprest, Advances and their Settlement**

The Imprest is generally sanctioned to HODs and the Deans and other functionaries for making, petty purchases of schools for meeting their urgent requirements of Stationery, minor repairs and for meeting their office expenses etc.

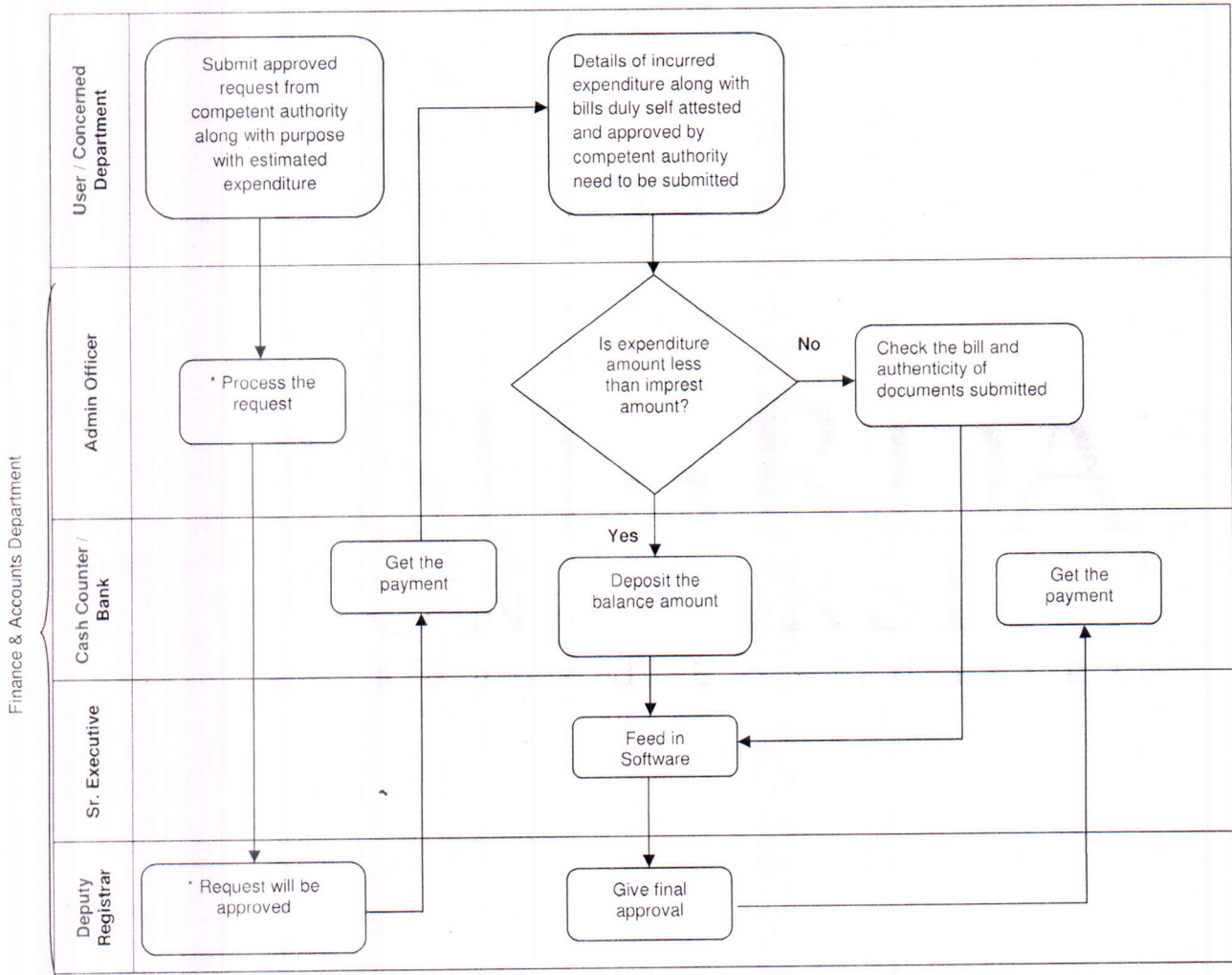
- i. All the requests for Imprest money should be submitted after due approval of competent authority stating therein the purpose of Imprest advance and estimated expenditures.
- ii. The requests received shall be processed by the Admin Officer and forwarded to the Dy. Registrar for approval. The request for imprest money will be processed within 24 hours of their receipt. .
- iii. The recipient shall submit the details of expenditure incurred along with the bills in original and the Boarding Pass in case of travel by air, duly certified by him and advance approving authority, within 7 days of the last day of the event for which the advance was sanctioned.
- iv. All the documents shall be received by the Executive Assistant and acknowledgement obtained.
- v. The documents shall be checked by the Admin Officer for their correctness & authenticity and forward them to Sr. Executive Assistant for feeding in the System who in turn will forward to Dy. Registrar for approval.
- vi. The advance obtained for travel purposes shall be processed in accordance with the Travel Policy as given in the HR Manual.
- vii. If expenditure incurred exceeds Imprest money the balance shall be paid and if the expenditure is less than the imprest money, the recipient shall deposit the excess amount at Cash Counter and obtain a receipt
- viii. The adjustment of advance shall be settled within 10 working days after submission of bills along with all relevant documents.
- ix. Advances not settled within a period of 7 days from the date of completion of the job shall invite withholding of salary and a **mail shall be sent to the concerned authority and establishment Dept. for hold of the salary.**
- x. In case of deficiency in documentation, the concerned department shall be informed for removal of deficiencies. Bill shall be approved only after removal of the deficiencies.
- xi. If query/deficiency remains unresolved, documents shall be returned to the concerned department/employee
- xii. The adjustment bills against the permanent imprest sanctioned to the Sr. Officers of the University shall be submitted each month and money to the extent of adjustment amount shall be released.
- xiii. **Any bill present for submission to Finance and Accounts Dept. after 7 days of receipt of bills in the concern dept./ after the expiry of due date of payment shall be submitted only after condonation of delay by the Registrar or any other competent authority of the University.**



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## Process Flow chart for bills submission and approval for imprest advance and its settlement



- Note: \* Minimum one working day will be required to process the request for imprest advance.
- The time allowed for settlement of imprest advance is **7 days** from the date of completion of assignment / job. Also, release of subsequent month salary shall be subjective to settlement of imprest advance.

**2. Functions, Seminars, Sports & Cultural Activities**

Function, Seminar & Sports & Cultural Activities includes expenses incurred on Students Fest such as Chorus, Fresher's Party, Tech-Fest, Festivals & Sports event etc.

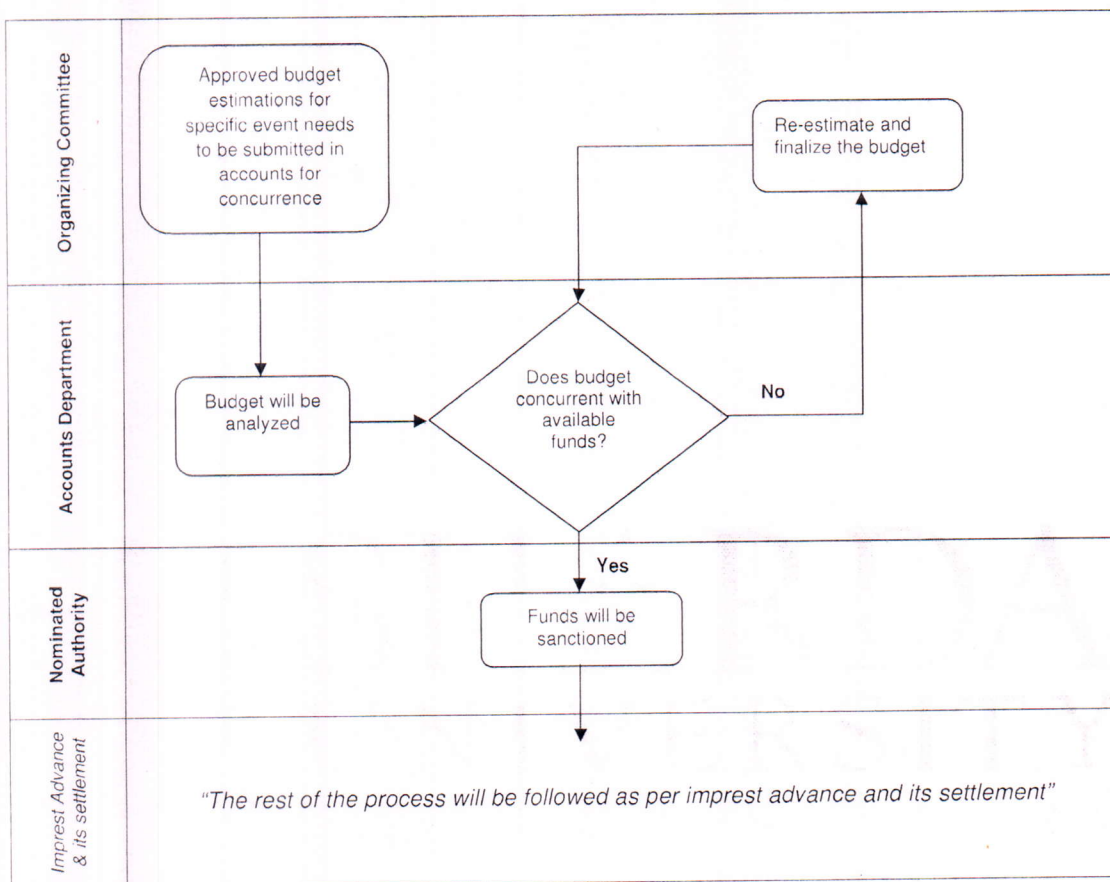
- i. A tentative Budget must be prepared by the event organizer(s)/organizing committee. After due approval from Competent Authority the documents shall be submitted to the section **atleast one week prior to requirement of funds.**
- ii. Event organizing committee shall nominate a person to give approval on a particular expenditure or advance or imprest to any staff relating to that event. All requests for such expenditure, advance or Imprest money & their settlement shall be dealt with according to normal course as defined elsewhere in this manual.
- iii. The Organizer(s)/Organizing committee shall nominate a person who will be responsible to receive the advance and submit the bills on conclusion of the event.
- iv. **Any bill present for submission to Finance and Accounts Dept. after 7 days of receipt of bills in the concern dept./ after the expiry of due date of payment shall be submitted only after condonation of delay by the Registrar or any other competent authority of the University.**



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Process Flow chart for functions, seminars, sports & cultural activities



**3. Student Tours**

The Student tours includes both the Domestic and International tours, the Training Programmes, Educational Visits, Knowledge Exchange Programmes, Study Abroad Programmes or any other tour of academic nature.

- i. A tentative Budget shall be prepared by the School/Department or the division organizing the tour for each occasion. After due approval of the Competent Authority the budget proposal of the tour/visit shall be submitted to the section.
- ii. The School/Department shall submit the list of students joining the tour along with their name and system Id. and programme/course for verification. Fee pay status and outstanding dues against the students proposed to go on the tour shall be communicated to the Schools for clearance of outstanding dues as student having outstanding dues shall normally not be permitted to take part in the tour.
- iii. Names of the staff/faculty members accompanying the students together with its approval should also be submitted.
- iv. The tours should be planned well in advance (Minimum 3 months) so as the Travel Cost is minimized and necessary Visa/permission etc. are obtained in time.
- v. Any requirement of advance payment to the travel agency for booking the ticket/obtaining the visa must be finalized in consultation with this section. The amount payable to travel agency, Hotel booking or Payment to visiting College or University should be paid in part and as an advance. The remaining part must be paid at the time of conclusion of the tour.
- vi. The request for advance settlement shall be dealt with in accordance with the procedure defined in this manual.
- vii. **Any bill present for submission to Finance and Accounts Dept. after 7 days of receipt of bills in the concern dept./ after the expiry of due date of payment shall be submitted only after condonation of delay by the Registrar or any other competent authority of the University.**

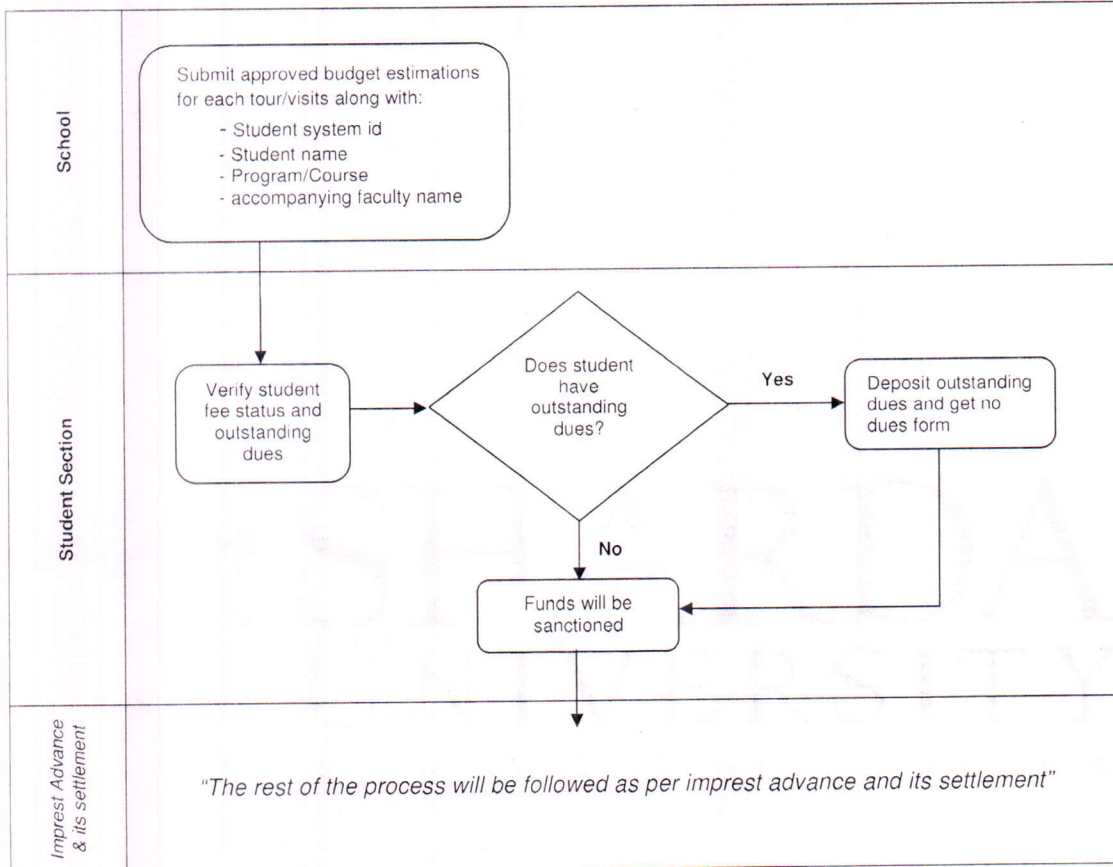




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## Process Flow chart for bill against student tour activities



**4. Expenditure incurred on the conduct of Examination:**

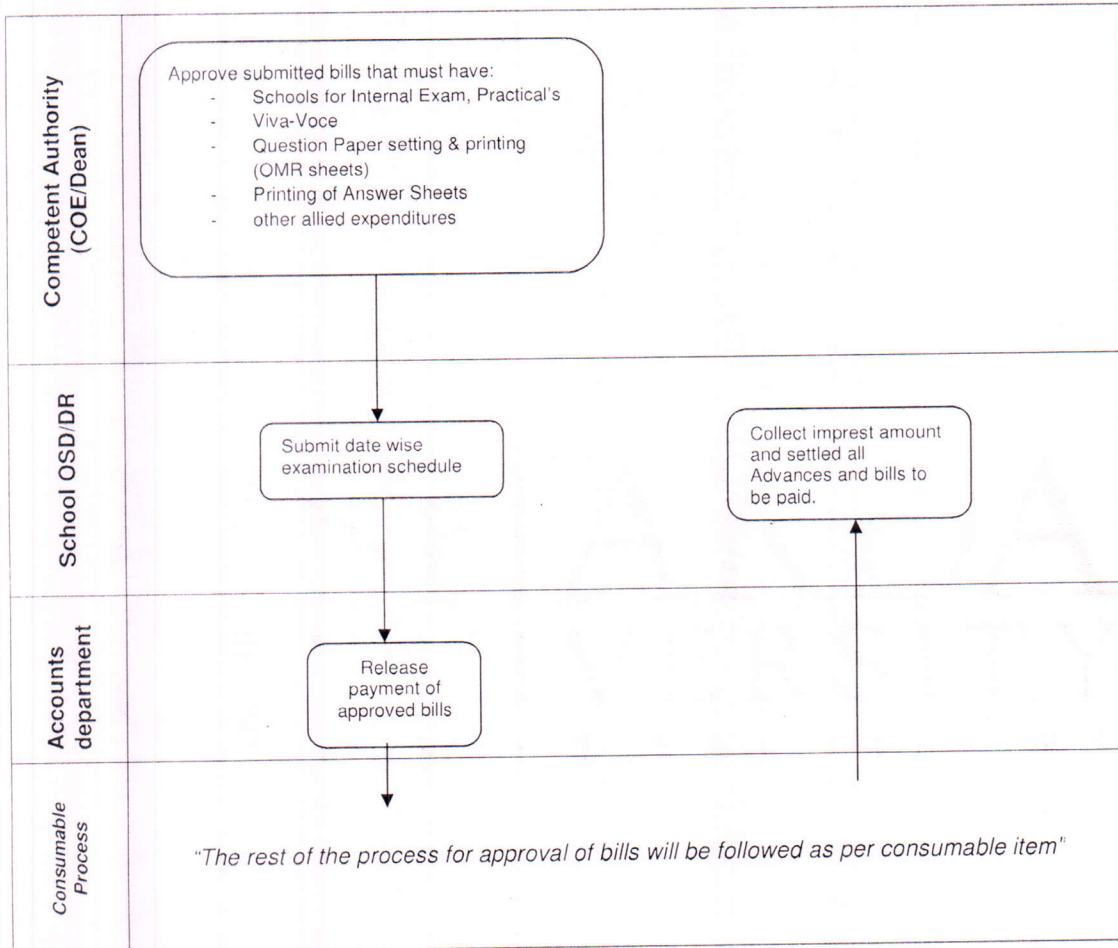
The expenditure incurred by the office of Controller of Examination and the constituent Schools for the conduct of evaluation, conduct of Practical and Viva-Voce, selling and printing of Question Papers setting & printing (OMR sheets), Printing of Answer Sheets and allied expenditures are covered under this head.

- i. All the bills on account of above need the approval of the Competent Authority.
- ii. The OSD, DR/AR posted in Schools shall get the advance issued for payment to externals examiners. The advances should be settled within a period of 3 days after the exams are over. The bills should be approved by the competent authority before submission to the Accounts branch.
- iii. The bills of expenditures shall be dealt within normal course and as defined in this manual.

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**Process flow chart for approval of Examination expenses**

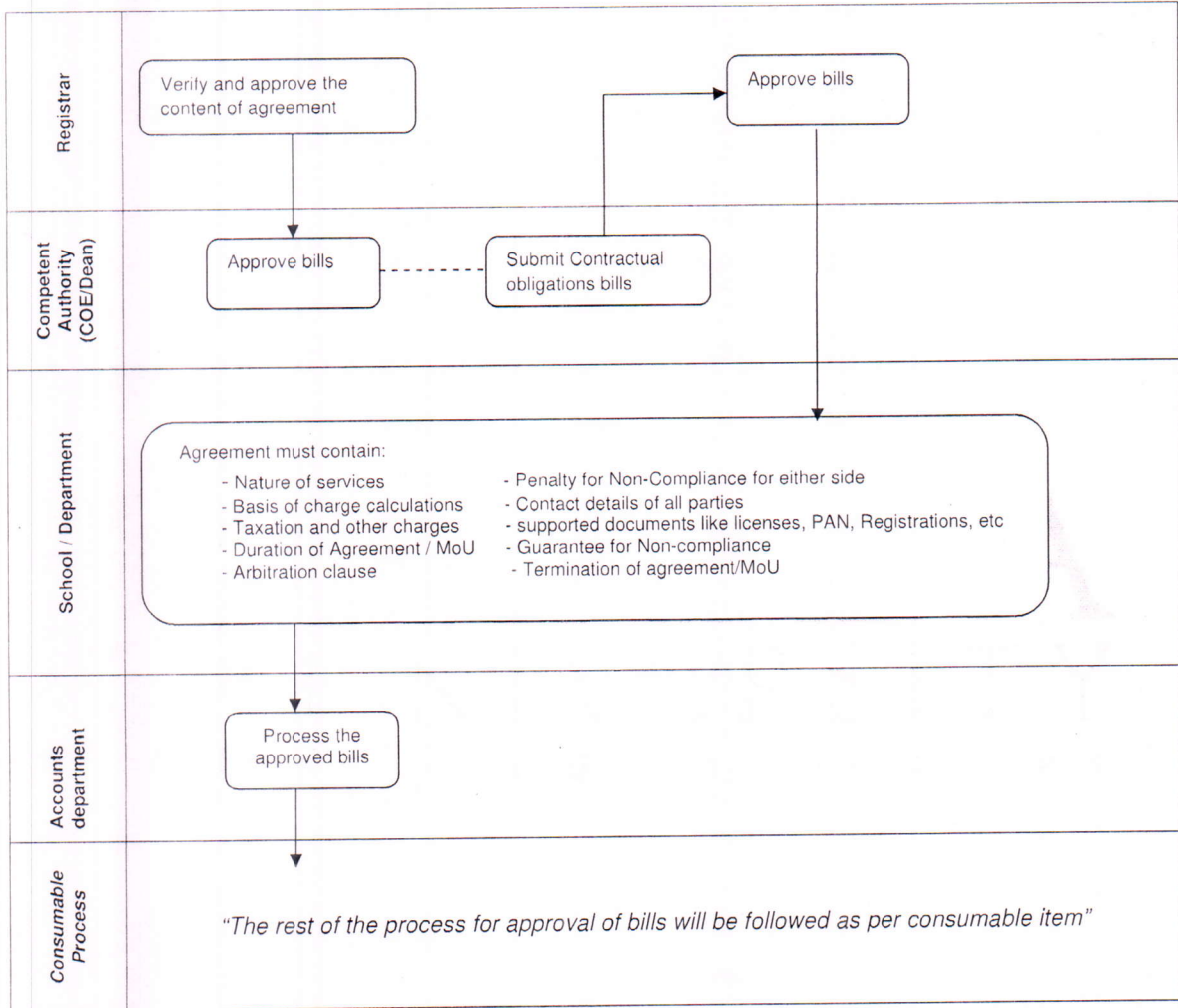


**5. Affiliation Fee, Legal & Professional Expenses and Expenditures incurred on Training and Placement etc.**

The amount payable to various Regulatory councils e.g. MCI, DCI, BCI, COA, INC etc, Affiliation Fee, Fee for the Membership of AIU, ASSOCHAM, FICCI, CII etc.; Legal & Professional Expenses; Fee payable to Advocates and other Professionals towards their services; Expenditure incurred by the Training and Placement Cell towards Training and placement of the students is covered under this head.

- i. All the bills need approval of the Competent Authority.
- ii. The agreement entered must be unambiguous and must include the following :
  1. Nature of Service.
  2. Basis of Charge Calculations.
  3. Taxation and other Charges.
  4. Duration of Agreement.
  5. Penalty for Non-Compliance.
  6. Contact details of the parties in agreement including their address, phone number and Email address.
  7. Details of License, Registration numbers etc.
  8. Guarantee against Non-Compliance in form of Earnest Money, Security Deposit or Bank Guarantee.
  9. Termination of the agreement.
- iii. Bills against contractual obligations be submitted with the section after due approval of Concerned Department along with Registrar Office Approval.
- iv. All the bills shall be dealt within normal course as defined in this manual.

**Process flow chart for bill against affiliation, membership & inspection fee, legal, professional & placement expenditure**



*\*Note: Legal & Professional Expenditure includes amount payable to Advocates, Professional against their services. Placement Expenditure includes expenses incurred by the Training and Placement Cell of the University for Personality Development and placement of the students.*

**6. Payments to Visiting Faculty, Guest Lectures & Stipend etc.**

The Human Resource Dept. shall forward the duly signed bills relating to visiting faculty, Stipend and Conveyance Bills etc. to the payroll section latest by 7<sup>th</sup> of succeeding month.

1. The payment shall duly be processed and released within a period one week from date of receipt. The Asst. Registrar (payroll) shall approve the payment after due verification and deduction of TDS wherever applicable.
2. Bills relating to visiting faculty, Stipend and Conveyance Bills etc. received after 15<sup>th</sup> days of the month will be process in the next month pay cycle.
3. Deputy Registrar (Fund Management Section) shall release the payment against the approved vouchers.

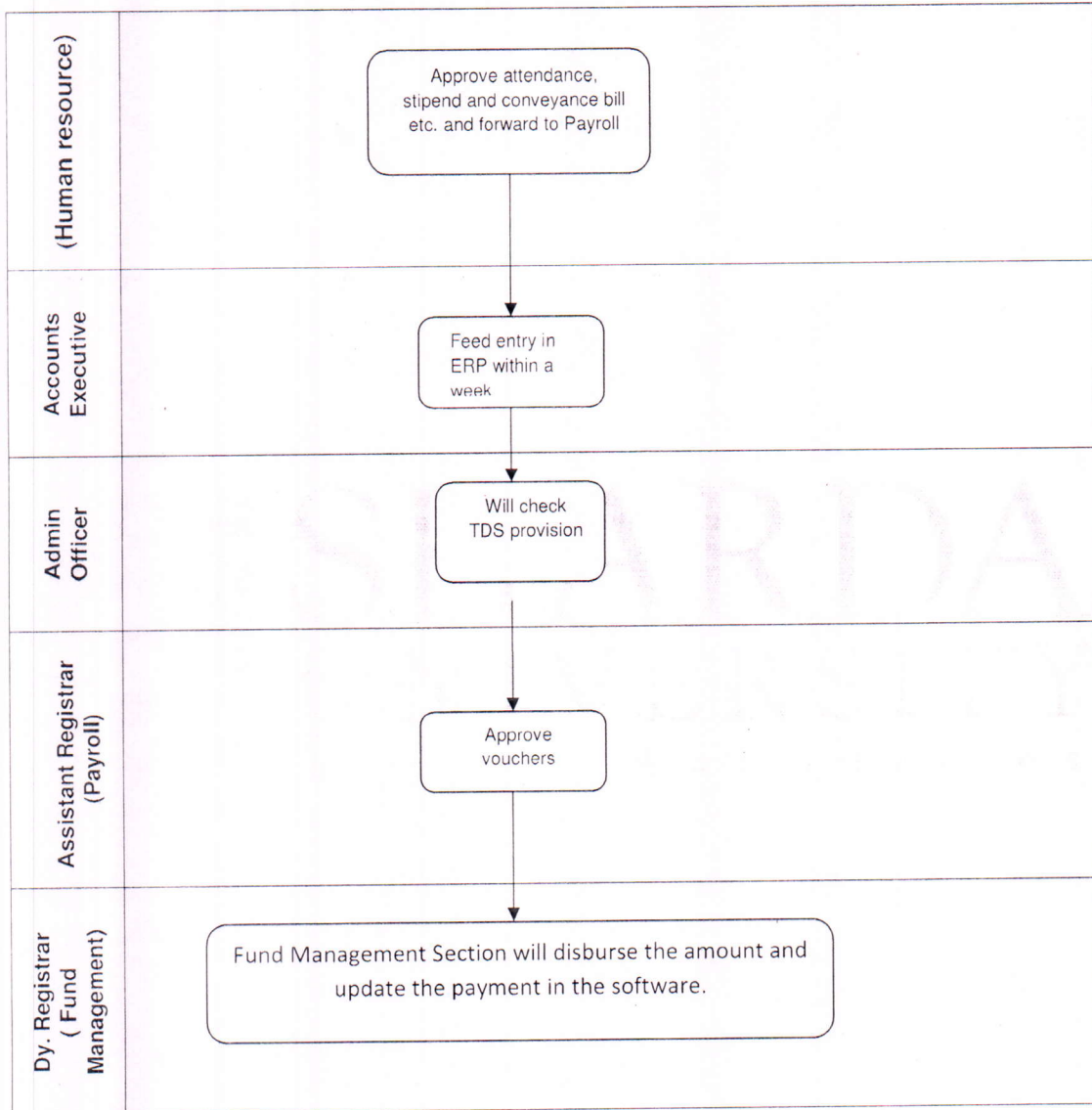
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## Process flow chart for payment to Visiting Faculty & Guest Lectures



**7. Payments of advances to Staff**

1. The applications for advance against salary shall be recommended by the HOD and approved by the Human Resource Department. The advance against salary shall be limited to a maximum of one month gross salary. Advance in excess of one month salary requires the approval of the Registrar. The advance against salary shall be adjusted in next month salary.
  
2. The advance against salary shall be released within 2 working days into the employee's bank account.

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Process flow chart for process of advance payment to Staff

