



**St. Joseph's College of Engineering**  
**St. Joseph's Group of Institutions**  
**OMR, Chennai - 600 119.**

**6.4.1 Institution conducts internal and external financial audits regularly**

<b>S.NO</b>	<b>PARTICULARS</b>	<b>PAGE NO</b>
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**St.JOSEPH'S COLLEGE OF ENGINEERING  
DETAILED BUDGET FOR THE YEAR**

S. No.	Description of the Item	Non-Recurring		Recurring	
		Budget	Expenses	Budget	Expenses
<b>Laboratory equipment</b>					
<b>Consumables</b>					
<b>Maintenance &amp; Spares</b>					
<b>R&amp;D</b>					
<b>Department Activities</b>					
<b>Grand Total</b>					

**SIGNATURE**

**St.JOSEPH'S COLLEGE OF ENGINEERING  
BUDGET FOR THE YEAR**

**DEPARTMENT:**

S. NO	DEPT	Equipme nt	Consum ables	Maintenance and spares		R& D		Dept Activities	TOTAL		GRAND TOTAL
		Non Recurring	Recurring	Non Recurring	Recurring	Non Recurring	Recurring	Recurring	Non Recurring	Recurring	
1											

**St. JOSEPH'S COLLEGE OF ENGINEERING**

**MONTHLY BUDGET**

**DEPARTMENT:**

**RECURRING BUDGET**

To be submitted on or before 20<sup>th</sup> of every month.

<b>EXPENSES FOR THE MONTH OF February 2019 -----</b>			<b>BUDGET FOR THE MONTH OF March 2019 -----</b>	
<b>BUDGET (Rs)</b>	<b>SPENT (Rs)</b>	<b>LAPSED (Rs)</b>	<b>DETAILS</b>	<b>AMOUNT (Rs)</b>
<b>TOTAL</b>				

**NON RECURRING BUDGET**

<b>EXPENSES FOR THE MONTH OF -----</b>			<b>BUDGET FOR THE MONTH OF -----</b>	
<b>BUDGET (Rs)</b>	<b>SPENT (Rs)</b>	<b>LAPSED (Rs)</b>	<b>DETAILS</b>	<b>AMOUNT (Rs)</b>
-	-	-	-	-
<b>TOTAL</b>				-

<b>GRAND TOTAL (SPENT)</b>		<b>GRAND TOTAL</b>	
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Signature of the Principal

Signature of HOD/In-Charge



*You Choose, we Do it*

**St. Joseph's College of Engineering**  
 (St. Joseph's Group of Institutions)  
 OMR, Chennai-600 119

**CONSUMABLE REQUEST FORM**

1. Department :
2. Staff / HOD's Name :
3. Purpose :
4. Amount : Rs.
5. Date :
6. Whether the accounts settled } : Yes / No  
 for the previous amount received }
7. Details
  - a) Amount received : Rs.
  - b) Date :
  - C) Account Settled : Yes / No
  - d) Balance In hand :
8. With this required amount the total } : Rs.  
 will be (add the balance amount of the }  
 Previous account 7d and 4) }
9. Signature of the HOD :
10. Signature of the Chairman & Managing Director:

**St. JOSEPH'S COLLEGE OF ENGINEERING**  
 St. Joseph's Group of Institutions  
 OMR, Chennai-119

**Bill No:**

**Budget ..... / Department ..... Academic Year .....**

**Purpose :**

**Pay to :**

**Amount to be paid :**

**Name of the In-charge : Sign:**

**Name of the HOD : Sign:**

1. Total approved budget for this Month	:	
2. Utilised so far	:	
3. Current Bill Amount	:	_____
4. Balance	:	
If Balance exceeds than budget +		-

For Office Use Only:

Cheque No :	Dated:	Account No. <b>6154718818</b>
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**Cheque Received**

Name:

Date :

Mobile No:

Signature:

<b>Director</b>	<b>Managing Director</b>
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*allst/ctt 15/10/18*

St. JOSEPH'S COLLEGE OF ENGINEERING  
CHENNAI - 600 119.  
PURCHASE COMMITTEE APPROVAL

Date :

S.No.	Name of the Staff	Signature of the Staff
1.	Ms. V.R. Jayarama	
2.	Mr. S. Rajesh Kannan	
3.	Dr. G. Murugan	
4.	Mr. T. Balamurugan	
5.	Mr. R. Pugaijenthir	
6.	Ms. V. Anjana Devi	

**BILL PASSING**

**This is to certify that the equipments have been received in good condition and tested OK. They are entered in the stock register titled ..... in this Dept. of ..... as item No's..... in page No..... This invoice (No.....) is passed for payment as detailed.....**

**Lab-in-Charge**

**H.O.D**

**Principal**



**St. Joseph's College of Engineering**  
**Budget and Expenditure for the Academic year 2017-18**

Department	Equipments		Consumables		Maintenance & Spares		R & D				Dept Activities		Grand Total	
	Non Recurring		Recurring		Recurring		Non Recurring		Recurring		Recurring			
	Budget	Expend	Budget	Expend	Budget	Expend	Budget	Expend	Budget	Expend	Budget	Expend	Budget	Expend
CSE														
ECE														
EEE														
EIE														
ICE														
MECH														
CIVIL														
BIO														
CHEM														
IT														
Science														
MATHS														
Library														
Language Lab														
ABHS														
Placement														
Computer Centre														
Internet														
<b>TOTAL</b>														

PRINCIPAL

CHAIRMAN