



Nutan Maharashtra Vidya Prasarak Mandal's  
**NUTAN MAHARASHTRA INSTITUTE OF  
ENGINEERING & TECHNOLOGY**



ESTD : 1906

Approved by AICTE

Accredited by NAAC

Affiliated to SPPU

"Samarth Vidya Sankul", Vishnupuri, Talegaon Dabhade, Pune - 410507

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## 1. PLANNING AND FINANCE COMMITTEE STANDARD OPERATING PROCEDURES

### OBJECTIVE:

To identify the academic and physical facilities required by the departments to be purchased for the academic year19.

### PROCEDURE:

The process of budgeting is initiated by the respective Heads of the Department (HOD) in the month of January. All the HODs gather inputs from the faculty and other stakeholders about the requirement of the department such as equipment, books, lab equipment and stationery. Based upon these requirements the HODs prepare the budget and submit to the Principal.

In the second week of February, the Principal consolidates all the requirements of the departments in a standard format. At the end of February the budget will be forwarded to the Purchase and Finance Committee. They will review and forward to the Governing Body for approval. Finally, the Governing Body will approve and forward it to the Principal for implementation.

  
Principal  
Nutan Maharashtra Institute  
of Engg. & Technology  
"Samarth Vidya Sankul" Vishnupuri  
Talegaon Dabhade, 410507





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## 2. SCHOLARSHIPS

### STANDARD OPERATING PROCEDURE

#### PURPOSE OF GIVING SCHOLARSHIP:

- To help the students whose family's annual income is less than one lakh.
- To support students who aim to become engineer and couldn't qualify EAMCET for various reasons. Nutan Maharashtra Institute of Engineering & Technology aims to support such students' dreams.

#### STANDARD OPERATING PROCEDURE FOR SCHOLARSHIP

Nutan Maharashtra Institute of Engineering & Technology gives Scholarship to students through checking the following criteria:

1. Annual income of Parents
2. Academic – Merit of student
3. Preferably nearby villages
4. Achievements -Sports/ Social activities
5. Physically Challenged

The process would be based on the above mentioned criteria and the cases are put through Board of Governance for final selection. The selected students status would be reviewed year after year on their academic performance.

  
**Principal**  
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