

Estd. 1989

# SIR C R REDDY COLLEGE OF ENGINEERING

ELURU-534007, Eluru Dist., A.P., INDIA

ACCREDITED BY NBA, APPROVED BY ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, NEW DELHI,  
PERMANENTLY AFFILIATED TO JNTUK, KAKINADA

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## Finance and Accounting Policy

### 1. Preamble

Sir C R Reddy College of Engineering, Eluru, stringently follows the accounting standards stipulated by the Government of A.P. for higher educational institutions (non-profit organizations) to ensure accuracy, consistency, transparency, accountability, disclosures, and ethical responsibility.

### 2. Sir C R R Educational Institution Society

Sir C R Reddy College of Engineering is managed by the society "Sir C R R Educational Institution, Eluru". The society was registered under the Societies Act XXI of 1860 Society No.10 of 1950. Strategic decisions pertaining to the development of the institution are taken by the Board of Governors. The chairperson of the G.B. shall be the president, of the society.

### 3. Objectives

The objectives of the accounting policy of the institution are:

- To implement an accounting system for the accurate recording of financial transactions.
- To adhere to the accounting standards of the Government of A.P.
- To integrate transparency, integrity, accountability, and confidentiality of the accounting process.
- To provide guidelines for budgeting, mobilization, and utilization of funds.
- To report financial results for strategic decision making.

#### 4. Organization Structure of Finance Committee

The Administrative office shall have the organizational structure as in Fig.1 for the execution of finance function.

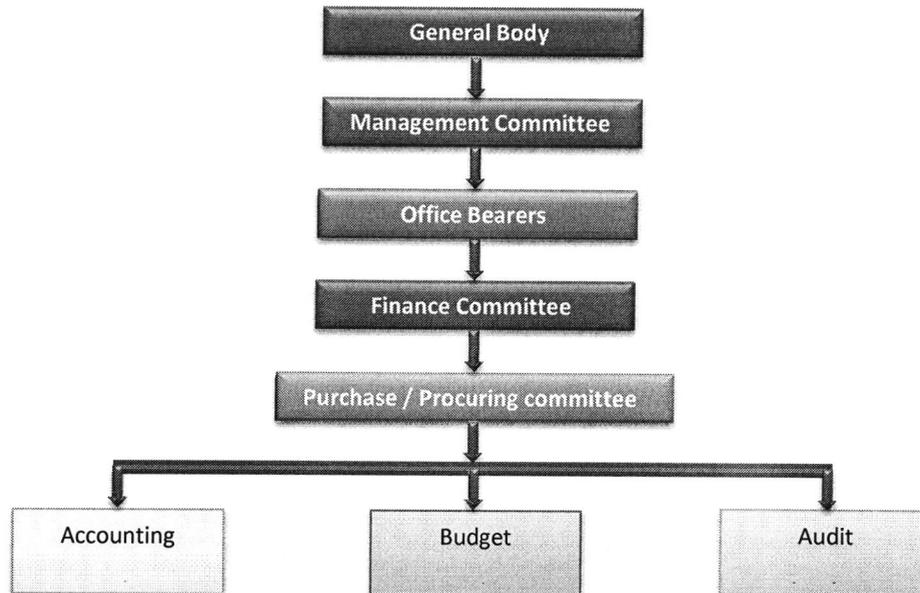


Fig. 1 Organizational Structure of Finance function

#### Financial Functions:

##### a) General Body

- i. Review and approve the audited statements of accounts of the society and the Institutions under its Management for the previous year.
- ii. Discuss and pass the annual budget of the society recommended by the Managing Committee for the ensuing year.
- iii. Appoint an auditor for the Society and its institutions and fix their remuneration. Such auditors should hold office until the conclusion of the next Annual General Body Meeting.
- iv. The General Body shall have powers necessary or incidental to the carrying out of the objects of the society.

##### b) Managing Committee

- i. Exercise general control over the policies or the institutions, establish and maintain sound traditions to attain the aims and ideals of the Society.
- ii. Have the power to lease, sell, transfer or purchase any property or properties on behalf of the Society or for the Institutions under its Management.

- iii. Maintain, construct or alter any structure or buildings and provide amenities to the staff and students.
- iv. Determine the conditions of appointment and service of members of the teaching staff and other employees of the Institutions.
- v. Make arrangements for the audit of the accounts of the Society and the institutions under its management by the auditors who shall be appointed by the General Body.
- vi. Consider the annual accounts including the Balance Sheet and the audit report of the previous year and Budget estimates for the succeeding year placed before it by the Secretary prior to its presentation before the Annual General Body meeting.
- vii. Control the expenditure of various institutions under its management and keep them within the sanctioned limits under various heads.

## 5. Fund Mobilization

The structured and streamlined process of fund mobilization shall be followed with accountability at every stage of the process. Fund mobilization shall come from the following sources:

- Tuition Fee.
- Sponsorship and endowments from Government / non-government agencies.
- Contribution, and donations from Philanthropists.
- Project funding / research grants from Government / non-government agencies.
- Revenue generated from consultancy and training.
- Loans from banks.
- Renting of facilities.

## 6. Fund Authorization

The fund authorization mechanism shall be as follows:

Particulars	Secretary & MC & OB & GB	Principal / Correspondent	Financial Administrator
Revenue Expenditure			
Up to Rs.50,000			
Up to Rs.1,00,000			
Above Rs.25,00,000			
Capital Expenditure			

## 7. Budgeting Process

The Finance Officer shall prepare the annual budget for the entire institution in consultation with the Principal and submit it to the Finance Committee for final approval. The budgeting process shall include:

- Comparison of budget and actual (current financial year)
- Projected income and expenditure statement for the subsequent financial year.
- Expected capital expenditure for the subsequent financial year.
- Heads such as capital investment on land and infrastructure, expenditure on physical and IT infrastructure, learning resources, maintenance of physical and academic facilities, research, university affiliation fee, staff salary, welfare measures, green initiatives, student enrichment and support, academic and co-curricular events and extracurricular events.

## 8. Financial Statement Formats

The format of financial statements of the institution shall be as follows:

Format of balance sheet:

Particulars	Amount (Rs.)
<b>Source of Funds</b>	
Capital fund	
Corpus fund	
General fund	
Restricted funds	
Loan funds	
Current liabilities	
Total	
<b>Application of Funds</b>	
Property, Plant and Equipment	
Investments	
Currents assets	
Total	

Format of Income and Expenditure account:

Particulars	Amount (Rs.)
<b>Income</b>	
Fee Collection	
Income from investments	
Other income	
Total	
<b>Expenditure</b>	
Personal expenses (Staff Salary and Gratuity)	

Academic expenses	
Administrative expenses	
Repairs and maintenance	
Other expenses	
Deductions	
Total	

### **Internal Control**

Internal controls mechanism of the institution shall be as follows:

- Finance officer shall ensure adherence to policies and regulations of statutory compliance.
- Internal audit shall be conducted quarterly and it shall be undertaken by internal members or external auditors.
- Internal audit shall ensure accountability and transparency, and present misappropriation of funds, fraudulent dealings and errors.
- Internal control shall facilitate optimal utilization of resources.

### **9. Statutory Audit**

Statutory audit shall be carried out through an authorized chartered accountant from. The audited financial statements shall be presented to the General Body.

### **10. Instructional Accounting Practices**

To ensure smooth and transparent accounting transactions, the following accounts shall be created:

- i. Principal & Correspondent
- ii. Sir C R Reddy College of Engineering Account

#### **Accounting Practices and Procedures:**

- The method of accounting shall be Cash Basis.
- Accounting consistency shall be ensured in all transactions.
- Revenue shall be recognized as and when income is received actually.
- Expenditure shall be recorded as and when it is spent.
- Cheques shall require dual signatures of Secretary and Treasurer.

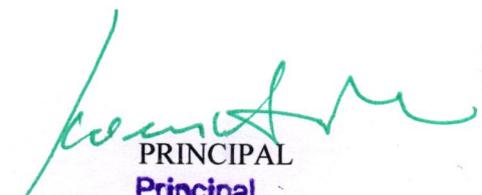
- Bank reconciliation statement shall be review by the Accounts officer.
- The institution shall adopt a digital payment system.
- Fixed assets register shall be maintained by the Financial Administrator or an authorized person.
- All receipts shall be supported the relevant documents.
- Payroll shall be maintained by the accounts section and salary payments hall be paid through the bank.

All accounting records shall be maintained according to the government regulations

The accounting and financial information and documents shall bemaintained with confidentiality.



IQAC



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## Admission Policy

### **Preamble:**

Sir C R Reddy College of Engineering is dedicated to a uniform admission procedure as per Government norms. The admission policy is derived on the Educational Philosophy of the Government of Andhra Pradesh, which aims to offer high-quality education to all young individuals, while emphasizing values and social responsibility. The policy adheres to the fundamental principles, moral standards, and rules of behaviour of the institution. The institution guarantees fairness, availability, and inclusivity in the enrolment of students in its various programs. The institution is only authorized to collect the statutory charge and cannot collect any additional capitation or contribution. Admission will be available to all young individuals, regardless of their caste, creed, religion, language, geographical location, or communal background.

### **Scope:**

These policy and guidelines apply to individuals who are interested in applying for admission and to all parties participating in the admission process.

### **Admission Committee:**

The admission committee is formed under the guidance of the Principal, who serves as the committee's chairperson. The committee is tasked with implementing the Admission Policy and Guidelines. The committee members shall adhere to principles of fairness in all admission-related actions.

### **The Admission Committee shall comprise of:**

- Principal — Chairman (ex-officio)
- Coordinator - Admissions
- Members
- Faculty nominee

### **Role and Responsibilities of Committee**

- Recognize and comply with the regulatory requirements set by the government for admissions.

Establish and enforce the eligibility criteria, standards, and reservation requirements for the institution's programs.

- Oversee and evaluate the admission procedure.

### **Reservation Policy:**

Government of Andhra Pradesh Reservation Norms

The institution shall abide by the following reservation norms specified by the Government of Andhra Pradesh for admission to programmes in higher education institutions (Table 1).

Table 1: Reservation Norms of Government of Andhra Pradesh

Category	Reservation
SC	15 %
ST	6 %
Other Backward Caste(OBC)	25%
Physically Handicapped	3%
Children of Current or Ex-Servicemen	2%
NCC	1%
Sports Quota	0.5%
Total	55%

Source: Ministry of Social Welfare, Go AP.

### **Divyangjan and Economically Backward Sections**

- The institution shall have special consideration for Divyangjan students who seek admission to the programmes of the institution. Relaxation in admission criteria and fees shall be provided for prospective Divyangjan students. Special scholarships shall be instituted for Divyangjan students.
- Provisions shall be made in the admission criteria to include students from economically backward sections of the society. Relaxation shall be provided in admission criteria and fee. Scholarship will be provided by the management of the college for students with economically poor status.

The admission committee will prioritize potential candidates from the local community who are seeking admission.

### **Eligibility Criteria:**

The eligibility criteria for admission into various UG and PG programmes at SIR CRR Engineering College are based upon the guidelines that are being set up by the Govt of Andhra Pradesh from time to time.

### **Allotment of Seats for UG Courses:**

1. The seats are being divided into Category A seats and Category B seats.
2. The Category A seats shall be 70% of sanctioned intake of seats, which shall be filled with eligible candidates on the basis of Rank obtained at APEAPCET.

3. The Category B Seats shall be 30% of the total intake of seats, which is divided into Cat-B NRI seats and Cat-B non-NRI seats. 15% seats of the sanctioned intake shall be allotted to each of the category.
4. For second year lateral entry students, all seats, which shall be filled with eligible candidates on the basis of Rank obtained at APECET.

### **Allotment of Seats for PG Courses:**

1. The seats are being divided into Category A seats and Category B seats.
2. The Category A seats shall be 70% of sanctioned intake of seats, which shall be filled with eligible candidates on the basis of Rank obtained at APPGECET
3. The Category B Seats shall be 30% of the total intake of seats, which is divided into Cat-B NRI seats and Cat-B non-NRI seats. 15% seats of the sanctioned intake shall be allotted to each of the category.

### **Office of Admissions:**

The Office of Admissions is a dedicated and efficient department that oversees the institution's admission process. It will be accountable for the pre-admission, online, and offline admission procedures, as well as enrolment. The office is responsible for determining the admission criteria, standards, and procedures for each program on an annual basis. The college will implement an online application process for all programs.

Procedure prior to admission

The pre-admission procedure comprises the following steps:

- Compiling the initial schedule for counseling sessions in different programs
- Updating program information and price structure on the website
- Alteration of the necessary modifications in the admission portal of the ERP / Government software
- Development of prospectus, posters, and brochures
- Arrange and coordinate the admission counseling sessions both domestically and internationally.
- Notification on the dates for counseling and admission for various entrance programs.
- Procedure for general admission
- The examination and evaluation of online applications received from potential students.
- Verification of eligibility compliance
- Distributing correspondence to potential applicants
- Compilation of candidate rosters for counseling
- Execution of admission counseling/interview
- Compiling the selection list and announcing the results

  
IQAC Coordinator

  
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## GREEN CAMPUS POLICY

### Preface:

Sir C.R. Reddy College of Engineering is steadfast in its commitment to a green campus policy. The lush greenery enveloping the campus symbolizes the institution's heightened sensitivity and responsibility towards implementing and supporting environmentally friendly practices. Alongside its impressive infrastructure, including well-equipped laboratories and vast playgrounds, the college's verdant surroundings, teeming with life, enhance its academic and research atmosphere. Despite being primarily a technical institute, it demonstrates remarkable awareness in maintaining an eco-friendly campus. Visitors to the campus are greeted with aesthetically pleasing buildings, splendid lawns, a green open auditorium, recreational areas, and a lush environment conducive to teaching and learning.

### Vision:

To create a vibrant and thriving campus environment that prioritizes environmental stewardship, embraces sustainable technologies, and empowers our community to become leaders in sustainability.

### Mission:

1. To reduce our carbon footprint and minimize waste generation through innovative solutions and sustainable practices.
2. To promote environmental awareness and education among students, faculty, staff, and stakeholders.
3. To integrate sustainability into campus planning, operations, and decision making processes.
4. To collaborate with local communities and organizations to address environmental challenges and promote sustainable development.
5. To continually evaluate and improve our sustainability efforts through research, monitoring, and feedback mechanisms.

### Scope:

All stakeholders of Sir C.R. Reddy College of Engineering: management, staff, students, and campus users are expected to adhere to the green policy and code outlined herein.

### Committees, Composition, Roles, and Responsibilities:

*Composition of Institutional Green Committee:*

1. Principal (Chairman)
2. Vice Principal (Vice Chairman)
3. Office Superintendent
4. Convener - Infrastructure Development
5. Members (Faculty Member Nominees)
6. External member (Industry Nominee)
7. Student Coordinators

## **Objectives:**

- 1. Energy Efficiency:**
  - a. Implement energy efficient technologies and practices to reduce energy consumption.
  - b. Encourage conservation measures such as turning off lights and equipment when not in use.
  - c. Explore renewable energy sources such as solar and wind power for campus operations.
- 2. Waste Reduction and Recycling:**
  - a. Establish comprehensive waste management systems to minimize landfill waste.
  - b. Promote waste segregation and recycling initiatives across campus.
  - c. Encourage the use of reusable products and alternatives to single use plastics.
- 3. Water Conservation:**
  - a. Implement water saving measures in campus facilities, landscaping, and irrigation systems.
  - b. Educate the campus community about the importance of water conservation and responsible water usage.
  - c. Explore rainwater harvesting and grey water recycling systems to supplement campus water supply.
- 4. Green Transportation:**
  - a. Promote sustainable transportation options such as walking, cycling, carpooling, and public transit.
  - b. Provide infrastructure and incentives for alternative transportation methods, such as bike racks and electric vehicle charging stations.
  - c. Encourage the use of fuel efficient and low emission vehicles for campus operations.
- 5. Sustainable Campus Design and Development:**
  - a. Integrate sustainable design principles into new construction and renovation projects.
  - b. Prioritize green building certifications such as LEED (Leadership in Energy and Environmental Design) for campus buildings.
  - c. Enhance green spaces, biodiversity, and natural habitats on campus through landscaping and conservation efforts.
- 6. Environmental Education and Engagement:**
  - a. Incorporate sustainability into the curriculum through interdisciplinary courses, research projects, and extracurricular activities.
  - b. Organize workshops, seminars, and events to raise awareness about environmental issues and solutions.
  - c. Empower students, faculty, staff, and stakeholders to take action and become advocates for sustainability in their personal and professional lives.

## **Implementation:**

1. Establish a Green Campus Committee comprising representatives from various departments and stakeholders to oversee the implementation of sustainability initiatives.
2. Develop a Green Campus Action Plan with specific goals, targets, and timelines for achieving sustainability objectives.
3. Allocate resources and funding for sustainability projects, infrastructure upgrades, and educational programs.
4. Monitor and evaluate progress towards sustainability goals through regular assessments, audits, and performance metrics.
5. Foster collaboration and partnerships with government agencies, non profit organizations, industry partners, and local communities to leverage expertise and resources for sustainability initiatives.

**Energy Management Policy:**

Committee members must play a vital role in implementing the energy management policy to conserve energy and utilize alternative sources for environmental protection. The following alternative energy sources should be harnessed for sustainability:

**Solar Energy:**

As part of the energy management policy, solar energy should be harnessed through Solar Rooftop PV Systems, ensuring maximum electricity generation in compliance with the guidelines of the Commission of Alternate Sources of Energy (CASE) under the Ministry of New and Renewable Energy (MNRE), Government of India.

**Usage of LED Lights:**

To establish an energy-efficient institution, all new constructions should be equipped with LED bulbs. Existing lighting facilities in classrooms, laboratories, auditoriums, halls, and corridors should be replaced with LED bulbs.

**Institute Initiatives for Green Campus:****Green Campus:**

The institution should initiate efforts to foster a culture of environmental consciousness and sustainability among stakeholders, maintaining an eco-friendly campus through appropriate measures and practices.

**Landscaping with Trees and Plants:**

The campus landscaping, adorned with greenery, enhances the overall ambiance and safeguards the health of occupants. Trained gardeners and supervisors ensure the upkeep of green spaces, with initiatives such as involving students and staff in "Green Campus initiatives" through programs like tree planting drives.

**Pedestrian-Friendly Pathways:**

Exclusive pathways for pedestrians, with limited vehicular entry, ensure safe movement within the campus. Signage indicating pedestrian and vehicle pathways, along with green coverage, should be maintained.

**Restricted Automobile Areas:**

Vehicular entry within the campus should be minimized to reduce pollution, with most areas accessible by foot, bicycles, or e-vehicles. Separate parking areas for staff and students should be provided to alleviate traffic congestion, with barricades restricting automobile access.

**Ban on Plastic Usage:**

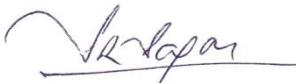
The institution enforces a "zero single-use plastic" policy across all campus facilities and strives to minimize the use of plastic items below 50 microns. Proper waste disposal bins are provided, and alternatives to single-use plastics, from reusable to compostable products, are encouraged.

### **Use of E-Vehicles and Bicycles:**

Members of the institution are encouraged to commute using bicycles, while the usage of electric vehicles is promoted to reduce carbon emissions. E-vehicles are provided for transportation within the campus, further contributing to environmental sustainability.

### **Conclusion:**

As a leading engineering college in India, we are committed to leading by example and setting the standard for environmental sustainability in higher education. By embracing the principles of green campus living and working together as a community, we can create a more sustainable future for generations to come.

  
**IQAC Coordinator**

  
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