

Department of Cyber Security

Budget Utilization Process & Policy

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I/c. Head of Department
Department of Cyber Security
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Mahavir Education Trust Chowk, W.T. Patil Marg,
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Department of Cyber Security

1. The Purpose and Objectives of the Policy

The purpose of Budget Policy is to improve the process of budgeting and develop a common basis for assessing performance in terms of effective use of financial resources, as it requires the use of budgets to efficiently allocate resources and manage ongoing operations.

The objectives are:

- To provide excellent, consistent, and professional service to constituents regarding all budget matters.
- To overall development support of staff, students, and department.
- To ensure accurate budget information is provided for timely decision making by monitoring and controlling operational spending.
- To develop and communicate budget guidelines and controls and budget spending procedures at all levels.

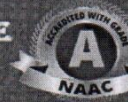
2. The Allocation Process and Parameters of utilizing Fund

Under the new allocation process, funding for the Cyber Security department's operating budget is utilized according to following major components:

2.1 Publication Support

Any Cyber Security staff publishing paper /chapter in Scopus /SCI / UGC /reputed journal or Conferences shall submit reimbursement application with all related documents The provision of funding support mandates that such faculty/staff members must explicitly cite in their paper their affiliation with SAKEC & Cyber Security Department. Faculty/staff members may be permitted to

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attend well established conferences conducted within India by premier institutions such as IITs/IISc/NITs/ISRO, etc., even without presenting a paper, and with financial support provided from said scheme for registration fees, TA, DA and other permissible expenses as per rules

2.2 Cyber Security or its related Field certifications by EC council or NPTEL / Coursera / Udemy or Reputed organizations:

Any Cyber Security staff enrolling for certification /course with prior approval from Head of Department and securing more than 70% marks for course shall submit reimbursement application with all related documents to department

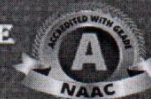
2.3 Industry Visit & Internships /STTP / FDP / workshop/other

Any Cyber security staff attending and traveling for Industry Visit STTP/FDP/Workshop with prior approval from Head of Department, shall submit reimbursement application along with all related documents to department

2.4 Project Development

Any Cyber Security staff working on project with prior approval from Head of Department, will submit reimbursement application with all related documents to department.


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2.5 Recognition and Awards by Department

Department will give appreciation to staffs (Teaching & technical) and student based on their performance & Evaluation will be done every year.

2.6 Membership in professional bodies

Half the membership fee may be refunded to faculty who secure membership in national and international professional bodies. This may be limited to holding one professional body membership per faculty for life membership and one membership in a year per faculty for annual memberships.

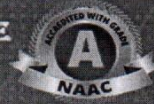
2.7 Other miscellaneous related to Staff & Department development

Cyber Security staff shall submit reimbursement application along with all related documents to department.

2.8 Student Development Support

Students can submit applications to attend external workshops conducted by institutions such as the IITs, IISc, NITs, and other Premier Institutes and reputed Organizations in specialized areas related to their projects. Students selected from among the applicants will be eligible for full financial support for, or reimbursement of (a) the workshop registration fees, and (b) TA in sleeper class by rail or bus fare by shortest route. The funding support will be given for Cyber Security students during their study period at SAKEC


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3. Category and Percentage of Utilization

The new allocation process includes recognition of reimbursement applications submitted to the department and outcome is achieved for the same. Those will be assessed by Head of the Department and thereby the amount will be sanctioned to faculty based on the following divisions.


Category	% of Utilization*
Teaching staff	80%
Technical staff	10%
Other miscellaneous	10%

* Percentage of Utilization are subject to change without notification


*Per Staff will get 10% of their respective category % of utilization.

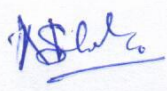
4. Amendments

Any amendments to this policy can be done with prior notice by HoD, the Principal and management of the college.


Dr Nilakshi Jain
HoD

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Dr Bhavesh Patel
Principal


Shri. Navinbhai K. Shah
Management Trustees