



# Maulana Azad College of Arts, Science & Commerce,

Dr. Rafiq Zakaria Campus-I, Post Box No.27, Dr. Rafiq Zakaria Marg, Rauza Bagh,  
Aurangabad – 431001 Maharashtra

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\* Affiliated to Dr. Bahasaheb Ambedkar Marathwada University, Aurangabad.

\* Recognized Minority Institute

\* UGC – 2(f) & 12 (B) Status

\* NAAC Re-accredited (Grade A) in two consecutive cycles.

\* Unnat Bharat Abhiyan

\* Grade A in Academic and Administrative Audit (Dr. BAMU)

\* District Green Champion Award (MGNCRE)


\* UGC's Status "COLLEGE WITH POTENTIAL FOR EXCELLENCE"

## Standard Operating Procedure For Budget and Purchases

- The IQAC through the interaction with departments and college accounts section plans out an annual budget.
- The Heads of departments and the Purchase committee of the College works in close coordination with the CPE grants coordinating committee.
- The committee floats the notices, call for quotations and places the orders centrally.
- Comparative quotation statements are prepared by the departments / college office.
- Lowest rates quoted are selected without compromising on the required specifications.
- A clear justification has to be given for purchases that are not at lowest rates.
- The purchase committee then places the comparative statements and purchase lists in front of the Finance committee for approval.
- The College is maintaining absolute transparency in all its purchases.
- The CPE committee monitors the mobilization of funds and make sure that the funds are spent for the purpose for which they have been allotted for, in the proposal of CPE.
- Stock register entries are checked by the College office and also by the auditors.
- A review of the purchases is taken by the CDC.
- Regular internal audits from the Chartered accountant and external audits from the government make sure that the mobilization of the resources is being done properly.
- The college management additionally conducts an internal audit.
- The timetable committee looks after the proper allocation of classrooms and laboratories.
- The college library in charge along with the members of the Knowledge resource centre committee take care that the resources in the library are utilized optimally along with a review of library occupancy.

Campus cleanliness and its utilization is maintained by the dedicated cleaning staff and gardeners and is monitored by the College office as per Principal's directives.

  
Dr. Aditi Bhattacharya  
IQAC Coordinator

  
(Dr. Mazhar Ahmed Farooqui)  
Principal  
Maulana Azad College of Arts,  
Science & Commerce,  
Rauza Bagh, Aurangabad.

**COORDINATOR**  
Internal Quality Assurance Cell  
Maulana Azad College of Arts,  
Science & Commerce, Aurangabad.