



**Bharath Institute of Higher Education and Research  
(Deemed to be University)**

**Office of the Dean of Engineering,**

**Sree Balaji Institute of Science and Technology (SBIST),**

**7, Works Road, Chromepet, Chennai – 600044**

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SBIST/FIN/REC/2025-26/001

Date: 01 October 2025

## **OFFICE ORDER**

### **DIGITAL PAYMENT FOR ALL FINANCIAL TRANSACTIONS**

***(As per Ministry of Education Directives & AICTE Transparency Framework)***

**Academic Year: 2025–26**

## **IMPLEMENTATION OF DIGITAL PAYMENT SYSTEM**

*(Institutional Office Order – Cashless Governance Implementation)*

### **1. INTRODUCTION**

In compliance with the directives issued by the Ministry of Education (formerly MHRD), Government of India, and in alignment with AICTE guidelines promoting transparency, accountability, and digital governance, Sree Balaji Institute of Science and Technology has implemented a comprehensive Digital Payment System for all institutional financial transactions.

This initiative supports the Government of India's vision of:

- Financial transparency
- Ease and security of transactions
- Institutional accountability
- Digital and cashless economy
- Public Financial Management System (PFMS) principles

All monetary transactions within the Institution shall be carried out exclusively through authorized digital payment modes.

Cash transactions are strictly prohibited except under extraordinary circumstances approved by the competent authority.

### **2. APPLICABILITY**

This order applies to all categories of financial transactions including:

- Tuition & Academic Fees
- Hostel & Mess Fees
- Examination Fees
- Transport Fees
- Application Fees
- Event & Workshop Registrations
- Library Fines
- Vendor & Supplier Payments
- Staff Salary Payments
- Scholarships & Refunds
- Any other institutional financial transaction

## **PART B**

### **DIGITAL PAYMENT POLICY**

*(AICTE Compliance & Institutional Financial Transparency Framework – 2025–26)*

#### **1. POLICY STATEMENT**

SBIST is committed to maintaining a fully digital, traceable, transparent, and audit-ready financial transaction ecosystem in line with:

- Ministry of Education directives
- AICTE compliance requirements
- NAAC Criterion 6 (Governance & Management)
- Financial audit standards
- PFMS principles
- Best practices in digital financial governance

#### **2. OBJECTIVES**

1. Promote a fully cashless campus.
2. Ensure traceability of all financial transactions.
3. Prevent financial irregularities and manual discrepancies.

4. Enable real-time transaction tracking.
5. Strengthen audit readiness.
6. Facilitate faster refunds and reconciliation.
7. Enhance cybersecurity and financial data protection.

### **3. APPROVED DIGITAL PAYMENT MODES**

All transactions shall be processed only through the following authorized modes:

- NEFT / RTGS
- IMPS
- UPI (BHIM / Google Pay / PhonePe / Authorized UPI apps)
- Debit / Credit Cards
- Net Banking
- Authorized Payment Gateway
- Direct Bank Transfer
- Salary via Bank Transfer
- Scholarships via Direct Benefit Transfer (DBT)

No unauthorized payment channels are permitted.

### **4. DIGITAL PAYMENT INFRASTRUCTURE**

The Institution maintains:

- Dedicated Institutional Bank Account
- ERP-Based Fee Collection System
- Online Payment Gateway Integration
- Auto-generated Digital Receipts
- Unique Transaction ID Tracking
- Encrypted Financial Data Storage
- Digital Ledger and Reconciliation System

Manual receipt books are discontinued except in emergency scenarios.

### **5. STUDENT FEE PAYMENT PROCESS**

1. Student logs into ERP portal.
2. Fee details displayed transparently.
3. Payment processed through authorized gateway.
4. Digital receipt auto-generated.
5. Receipt stored in student profile.
6. Payment history maintained for audit.

No manual fee collection is permitted.

## **6. VENDOR & SUPPLIER PAYMENT SYSTEM**

- Vendor registration with verified bank details
- PAN & GST verification
- Digital invoice submission
- Payment via NEFT/RTGS only
- Digital payment advice issued
- Entry recorded in ERP Accounts Module

Cash payments to vendors are strictly prohibited.

## **7. SALARY & STAFF PAYMENTS**

- Salaries credited via bank transfer only
- Digital payslips generated
- PF/ESI remittance via online portal
- TDS deducted and paid electronically
- All statutory payments processed digitally

## **8. REFUND & SCHOLARSHIP PROCESS**

- Refunds processed through original digital mode
- Scholarships credited via DBT
- Refund approval digitally documented
- No manual cash refunds allowed

## **9. AUDIT & FINANCIAL MONITORING**

The Institution ensures:

- Monthly bank reconciliation statements
- Quarterly internal audit review
- Annual statutory audit
- Bank statement cross-verification
- Transaction log monitoring
- Compliance review by Finance Committee

All digital transaction records are preserved securely for inspection.

## **10. DATA SECURITY & CYBER SAFETY**

To ensure financial data integrity, the Institution maintains:

- Encrypted financial records
- Restricted admin-level access
- Multi-factor authentication
- Secure payment gateway integration
- Regular system backups
- Anti-fraud monitoring mechanisms
- Periodic cybersecurity review

This ensures confidentiality, integrity, and availability of financial data.

## **11. EXCEPTION POLICY**

Manual receipts may be issued only in the event of:

- Banking server failure
- Natural disaster
- Cyber outage
- Payment gateway downtime

Such transactions require approval from:

- Dean
- Finance Officer

All manual transactions must be digitally reconciled within 24 hours of system restoration.

## 12. DISPLAY & COMMUNICATION

The Institution prominently displays:

- “Cashless Campus” Notice
- Bank Account Details
- QR Code for UPI Payments
- Payment Helpline Contact

Students and stakeholders are informed through circulars and website notifications.

## 13. RESPONSIBILITY MATRIX

Sl. No.	Designation	Responsibility
1	Dean	Overall Supervision
2	Finance Officer	Transaction Authorization
3	Accounts Officer	Daily Reconciliation
4	IT Administrator	System Maintenance & Security
5	Internal Auditor	Compliance Verification

## 14. ALIGNMENT WITH REGULATORY FRAMEWORK

This policy complies with:

- Ministry of Education digital governance directives
- AICTE transparency requirements
- NAAC Governance Standards
- Financial audit compliance norms
- Public Financial Management System principles

## 15. BENEFITS OF IMPLEMENTATION

- Improved financial transparency
- Real-time monitoring

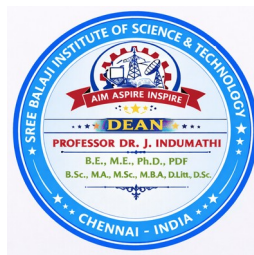
- Elimination of cash-handling risks
- Enhanced audit efficiency
- Increased stakeholder confidence
- Secure and accountable financial management

## 16. COMPLIANCE DECLARATION

Sree Balaji Institute of Science and Technology hereby affirms full implementation of a Digital Payment System for all institutional financial transactions in compliance with Ministry of Education directives and AICTE guidelines.

The Institution remains committed to maintaining a secure, transparent, and accountable financial ecosystem aligned with national digital governance objectives.

*J. Indumathi*



## ANNEXURES

### ANNEXURE I – DIGITAL PAYMENT DECLARATION

This is to certify that SBIST operates as a fully digital transaction institution and does not accept cash payments except in approved exceptional cases.

Signed

Finance Officer

### ANNEXURE II – DIGITAL TRANSACTION LOG FORMAT

<b>Date</b>	<b>Transaction ID</b>	<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Mode</b>	<b>Verified By</b>

### ANNEXURE III – MONTHLY RECONCILIATION STATEMENT FORMAT

<b>Month</b>	<b>Total Receipts</b>	<b>Total Payments</b>	<b>Bank Balance</b>	<b>Verified By</b>



**Student Admission Online Registration  
(2025-2026)**

Aadhaar No

Aadhaar No\*

Name :

Name \*

Date of Birth

dd-mm-yyyy

**Student login portal**



**Sree Balaji Medical College and Hospital**

#7 Works Road, Chromepet, Chennai, 600044, Tamilnadu.

Acknowledgement No : SBMCHST2487

Transaction Id : TXNSBMCHAS02336

Transaction Date : June 25,2025

Course Name: B.Tech - Computer

Transaction Status : Success

Science and Engineering

Academic Year : 2025-2026

Sno	Particulars	(₹) Amount
1	Tuition Fees	₹50000

**Transaction proof for the payment of the tuition fee for the year 2025-2026**

**M/S. SRI LAKSHMI AMMAL EDUCATIONAL TRUST**  
Consolidated Financials as on 31.03.2022 - TRUST & BIHER  
Balance Sheet as at 31.3.2022

Sources of Funds	Schedule No.	As on 31.03.2022	As on 31.03.2021
<b>Unrestricted Funds</b>			
Corpus	1	22,54,24,66,707	18,43,40,77,180
General Fund	2	-	-
Designated / Earmarked Fund	3	-	-
<b>Restricted Funds</b>	4	-	-
<b>Loans / Borrowings</b>	5		
Secured		47,79,10,686	30,10,55,213
Unsecured		5,37,22,62,834	4,82,58,55,949
<b>Current Liabilities &amp; Provisions</b>	6	2,02,08,66,634	93,81,88,193
<b>Total</b>		<b>30,41,35,06,861</b>	<b>24,49,91,76,534</b>
<b>Application of Funds</b>			
<b>Fixed Assets</b>	7	17,60,30,20,113	14,58,75,96,182
<b>Investments</b>	8	3,000	3,000
<b>Current Assets</b>	9	4,53,26,21,343	2,54,52,71,175
<b>Loans, Advances &amp; Deposits</b>	10	8,27,78,62,405	7,36,63,06,177
<b>Total</b>		<b>30,41,35,06,861</b>	<b>24,49,91,76,534</b>

For Sri Lakshmi Ammal Educational Trust

For N C Rajagopal & Co.,  
Chartered Accountants

*J. Srinivas*

Trustee

*J. Indrapada*

Trustee

*Sumithra Ravichandran*

Sumithra Ravichandran  
Partner  
Membership No:204068

