



# **POLICY DOCUMENT**



## **ALL SAINTS' COLLEGE**

**THIRUVANANTHAPURAM-695007**

*Re-accredited with 'A' Grade by NAAC*

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POLICY NAME		RESOURCE MOBILIZATION POLICY			
APPLIES TO					
FACULTY	✓	STUDENTS	✓	NON-TEACHING STAFF	✓
PARENT/GUARDIAN	✓	VISITORS	✗	MANAGEMENT	✓

The College has a thorough and transparent Resource Mobilization Policy that aims to coordinate and monitor the optimal utilization of funds and other material resources so as to ensure a social and academic environment that will be accountable in all avenues of practice. The policy will primarily address areas of budget allocation, infrastructural maintenance and resource availability. There will be a concerted effort to analyse and address potential areas of resource generation which can be strategically employed to boost the performance index of the institution.

**Objectives:**

- To identify viable means that will augment the institution's resource base
- To select and prioritise resource management with emphasis on the college's strategic plans, infrastructure upgradation and research and academic indices
- To scrutinise the available fund sources and process budgetary plans and estimates for pragmatic allocation
- To align and deploy effective resource strategies with the support of the various stakeholders



**Practices:**

- The objectives of the Resource mobilization policy are effectively executed by the Central Planning Committee that consists of the Director, the Principal, representatives of the Management and the Heads of the Departments.
- All budgetary allocations and financial arrangements will be presented before the Planning Committee for its approval.
- The Head Accountant will be responsible for details pertaining to all the accounts that fall within the purview of the Resource policy
- The Principal is in charge of financial transactions that are related to the functioning of the Resource policy.
- All accounts will undergo statutory auditing from both internal and external sources.

The resource mobilisation policy identifies and channelizes the potential resource base of the institution for attaining its goals and also for the effective functioning of its student-oriented ecosystem. The policy aids in budget allocation, research and infrastructure upgradation. By analysing and maximising the avenues of internal income generation, the policy is vital for the realisation of its goals and objectives.

**Sources:**

The following are the agencies and strategies through which the College mobilizes and secures funding:



### **PTA and Teachers' Contribution:**

- PTA funds- The amount is effectively utilized to buy stationery items for various departments, payments for guest lecturers and support staff. The fund is also used to cover recurring and non-recurring expenses pertaining to the day to day working of the institution.
- Contribution from teachers - for covering the special needs of the employees.
- Management fund- for infrastructure upgradation, administrative and faculty development programme.

### **College Activities**

The college spearheads innovative undertakings for funding various initiatives.

- Proceeds generated from National and International Seminars
- Proceeds from Workshops

### **Funds from Government External Agencies for the Institution**

- RUSA/ UGC funds: Used for infrastructure augmentation, library maintenance and renovation.
- UGC grants: for funding major/ minor projects
- Scholarships and Endowments- provided for SC/ ST/ OBC students.
- State funding for NSS.
- Funds from agencies such as DBT and Kerala State Council for Science, Technology and Environment (KSCSTE)
- University funding for College Magazine, College Newsletter and College Handbook.



- Contributions from NGOs/ philanthropists for library renovation and initiatives.

Cash Awards Sponsored by Philanthropists or Meritorious Students

### **Alumni Contributions**

- For organizing talks and seminars.
- Offers financial help to needy students.
- Aids in upgrading the facilities of the campus.

### **Financial Audit of Grants**

1. Chartered Accountant- After the allotted time period for the completion of the project, the accounts for the funds granted by Government are submitted to an external Chartered Accountant. The audit report issued by the auditor with the utilization certificate is submitted to the concerned authorities for approval.

2. Directorate of Collegiate Education- At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by the college. After hearing the clarifications and corrections, the final accounts are settled.

### **Grants and Funds Sanctioned by the Management**

1. The institution has a strong financial advisory board for the management of accounts and all the accounts sanctioned are audited internally and externally. On behalf of the Management, all the accounts and daily transactions are verified by the Director of the college.

Apart from resource mobilization, the college also practices judicious spending of its resources. Under the supervision of the Governing Body, College



Council, IQAC, Purchase Committee as well as various subcommittees, the college ensures the effective utilization of its resources.

- Uniform procedural system adopted for the maintenance of physical, academic and support facilities for laboratory, library, sports, computers and classrooms.
- A systematic procurement system maintained by the Purchase Committee for the procurement of tangible assets.
- Regular audit of budget to exercise restraint in expenditure.
- Regular meetings of committees for financial regulation to discuss the utilization of its resources.
- Quality assurance through internal and external audits.
- The library focuses on the availability and utilization of instructional material in teaching and learning.
- The Department of Physical Education keeps a record of the utilization of instructional material in teaching and learning.