



Tika Ram Girls College

Affiliated to MDU, Rohtak
Mission Road, Sonapat

Dr. Monika Verma
Principal

RESOURCE MOBILISATION POLICY

The institution has a transparent and well planned financial management system in which grant received from Directorate of Higher Education and Government of Haryana, students fees, canteen rent, shops rent, hostel rent, NSS Grant, bank building rent, Science exhibition grant, grant for seminars/workshop from DGHE, are the main sources of funds. The Resource mobilization policy focuses on achieving the goals of the institution ensuring accountability and transparency. The Board of Management coordinates ensure that the income generated is spent for the promotion of learning centric eco system.

Scope of Policy:

The Resource Mobilization Policy encompasses the following:

Planning Infrastructural requirements: In order to operate the approved academic programmes effectively and provide administrative support, adequate funds are utilized. There is purchase committee in the college. Bursar examines the relevance of the expenditure before approval. Programme-wise budgets for equipment, instruments, consumables, are prepared by the Programme Coordinators and submitted to the Principal.

Funds Mobilisation: On the basis of student intake, faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement are examined and a Resource Mobilization Plan is prepared based on the following broad outlines:

1. Estimated fee receipts.
2. Estimated receipts from Govt. and Non Govt sources, grants, interest, etc.
3. Cash outflow based on already running programmes, new acquisitions, enhancement in expenditures, maintenance, administrative expenditure and depreciait.

The procedure followed to ensure proper implementation of the Resource mobilisation plan is:

- 1) Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres.

2) The budget for student activities, remuneration of visiting faculty, and honorarium of Guest for Expert Lecture, Seminars, Workshops and Conferences at department is prepared and approved by Management.

3) Fees and grants are used for infrastructure and academic activities.

4) Funds received from state govt. are spent on the salary of regular teaching and non teaching posts.

5) Transparency and accountability are ensured by conducting an annual audit of the statements.

In order to ensure and monitor effective utilization of financial resources TRGC has appointed an CA who checks all expenditures. Furthermore, every year the Principal appoints a Purchase Committee, which plans and approves all purchases.

Monitoring Utilization of funds:

All accounts are audited internally as well as externally. All the bills/ invoices/ vouchers and purchase orders of expenses against sanctioned budget for particular head are scrutinized by the Bursar and the Accountant. The Principal approves the Payment and in the final stage, the Accountant forwards the bill for payment through the Principal to the Management and payment is made by way of Cheque.

Financial Audit of Grant: Grants and funds sanctioned by Government :

The college adopts the following mechanism for conducting financial audit:

1. Institute has established a mechanism for conducting Internal and External Financial audit every year to ensure Financial Compliance. The internal audit is conducted.
2. The Management has appointed a Chartered Accountant as the external auditor of the Management accounts. The statutory financial audit of all accounts of the College is conducted after the end of the financial year during April to June. Finalization of accounts is completed by June and the audited statement is prepared in July. The audited statement is duly signed by Principal, Bursar, Dy. Supt. Accountant, and Chartered Accountant.
3. Reimbursement of registration fee of the faculty members to attend the national/ International Seminar/ Workshops, Conference.
4. Govt./ Non Govt. funds are optimally used for which these are sanctioned.
5. Financial Incentives are provided to the students who perform well in sports /academics and cultural.
6. NSS grant is utilized for one day / Seven days Special camp.
7. Funds are provided for educational and recreational tours/ trips.

Principal
The Ram Girls College
Satepur

W. S. S. S.