

Don Bosco College Kohima

Financial Management and Resource Mobilisation Policy

The Institution has a transparent and well planned financial management system. The Resource mobilization policy focuses on achieving the goals of the institution ensuring accountability and transparency. The Management coordinates and monitors the optimal utilization of the funds. The main source of income for the institute is the fees collected from the students. Resources can also be mobilized from noted philanthropists, alumni and other agencies.

The Institution managed to ensure the income generated is spent optimally in the institution itself. It is very important to create resources and utilizing them properly to achieve the vision and mission of the institute. It has a well-defined resource mobilization policy framed and approved by the management. The resource mobilization includes financial resource, materialistic resource and human. It is the responsibility of institute to provide appropriate resources to concerned departments to achieve a specified requirement.

Objectives:

1. To guide towards building the strong financial system for various programs.
2. To review the institute funding pattern, provides guidelines and strategies for mobilizing resources to support the implementation of the institute strategic plan, and the fulfilment of its vision and mission.
3. To identify the link between external funding challenges and the continued internal improvements necessary to achieve the objectives.
4. To diverse and expand its resource base for the successful and effective achievement of the institutional objectives and overall growth and ensuring accountability and transparency.
5. To analyse the resources available for program priorities, quality research, infrastructural upgradation and maintenance, in addition to efficient budget allocation.

The Policy Parameters:

The strategy for Resource Mobilization and Optimum Utilization of Resources includes separate substrategies on following parameters:

1. Mobilization of Financial Resources
2. Mobilization of Physical Resources
3. Mobilization of Human Resources
4. Optimum Utilization of Resources

Mobilisation of Financial Resources

In the process of mobilization of financial process in the institute, identification of activities that require special financial assistance in short run and long run is an important step. Acceptance of funds shall be encouraged without compromising the academic interests of the institute.

Mobilization of financial resources basically involves the following steps:

- The institute encourages the faculty to apply various grants and enhance research activities.
- Identification of platforms and opportunities for getting grants from various governmental agencies and working in the direction of making institute is eligible for optimum level of these grants.
- Identification of platforms and opportunities for getting grants from various non-governmental agencies including fund-giving organizations, corporations and individuals including philanthropists and Alumni, and working in the direction of entering into suitable agreements and collaborations.
- Feasibility studies are done before start of new programs and institutions lay emphasis on the quality of education, before venturing into new programs / institutions.
- Effective administration that nurtures quality and promotes a competitive environment that results in additional revenue generation.
- The Annual budget of revenue and expenditure and capital is placed before the finance committee and it is approved finally by the board of the management.

Mobilisation of Physical Resources

Mobilization of physical resources basically involves the following steps:

- The annual budget of the institute shall be planned in a way to create a sufficient room for meeting its infrastructural and physical developmental needs along with meeting its regular operating needs.
- Looking into the infrastructural and physical developmental needs of the institute, it shall attempt to identify and materialize such platforms and opportunities that can provide ample financial sources to cater to these needs.
- Projects and research grants of the central and state governmental agencies will be focused up on to meet the physical and infrastructural resource requirements of the institute.
- Additional revenue in the form of non-governmental agencies including fund-giving organizations, corporations and individuals including philanthropists and alumni shall be explored, that can pave the way to infrastructural and physical developmental needs of the institute.

*** Mobilisation of Human Resources**

Mobilization of Human resources basically involves the following steps:

- The institution mobilizes its human resources by visualizing, designing and implementing academic and co-curricular activities that challenge the students to develop their potential to the fullest.
- It encourages all staff members to reach their personal and professional growth goals by incorporating with their career development imperatives and discipline specific aspirations.

*** Optimum Utilisation of Resources:**

Optimum utilization of resources basically involves the following steps:

- The institute aims at promoting research, development, consultancy and such other activities, involving student activities, remuneration of visiting faculty, and honorarium of Guest for Expert Lecture, Seminars, Workshops and Conferences, field study, etc
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, parent-teacher meetings.
- The faculty, who exhibit initiative and receive substantial grants for R&D activities or for strengthening the infrastructure in the institute would be encouraged and will receive special incentive.
- Travel grants can be sanctioned to faculty for presenting their research papers at National or International Conferences in India or abroad, depending on availability of funds.
- Effective utilization of infrastructure is ensured through the appointment of adequate and wellqualified lab technicians and system administrators.
- The infrastructure of the institute is utilized as an examination centre for Government examinations/other competitive examinations.
- Funds deposited are collected through various sources at centralized level and permitting their utilization after due audit process and within laid down restrictions.
- All the expenditures are allocated according to the sections, namely Infrastructure maintenance, salaries of the staff, research incentives, seed money, staff welfare, student welfare, budget for the various events such as annual day, graduation day, etc.
- ✓ Institution accounts are audited regularly, balance sheet and other financial statements drawn annually. The management will review and pass the annual budget.
- Deputing various academic and non-academic human resources at various teaching departments and administrative offices as per requirement.

Monitoring Utilisation 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. The Management meets regularly to evaluate and prepare the budget for the new academic year. The accounts section processes the approval and allots the required money. After the compilation of the programme, the amount is settled with proper bills, signed by the Principal. The accounts are maintained by the Account Section, guided and coordinated by the Administrator of the Management. A monthly report of the same is taken into discussion and approval in the Board of Management. It is duly sent to economist of the society.

Three committees viz. Finance Committee, Purchase Committee and Internal Audit Committee will work with mutual coordination under the supervision and guidance of the Principal of the college in order to achieve the objectives mentioned above.

Finance Committee: The role of the Finance Committee is primarily to provide financial oversight for the institution and to discuss the finalization of the budget proposals submitted by various departments and to ensure proper utilization of funds. Finance Committee recommends the Governing Body for the sanction of Budget for every academic year. The duties of a Finance Committee will normally include responsibility for monitoring the institution's budget and a requirement to take corrective action to address issues such as potential overspending arising during the year. It also serves as an advisory team, which would offer sagacious suggestions to the Governing Body to use the funds with discretion.

Composition of Finance Committee:

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. Finance Officer of the affiliating University
4. One senior-most teacher of the college to be nominated in rotation by the Principal for two years.

Term : Term of the Finance Committee will be two years.

Meetings : The Finance Committee will meet at least twice a year

Quorum and other standard tenets:

- Attendance of 1/3 of its total strength is considered the quorum for the meeting.
- The committee may prepare a draft plan for items to be presented for further processing by the relevant bodies.
- If any member comes up with an innovative proposal, he/she may be advised to prepare a full-stretch document of the project put forward with projected financial commitment with relevant documents failing which such open suggestions can be deferred to the next meeting by requesting the members to be more focused in their approach.
- The deliberations are strictly confidential and shall be confined to in house circulation, and if any member is found leaking the information to external agencies, the matter shall be reported for correctional administration.

Functions of the Finance Committee: The Finance Committee shall act as an advisory body to the Governing Body, to oversee:

- budget estimates relating to the grant received/receivable from UGC, Government and Non-Government sources and from fees etc., collected from students to undertake the scheme of autonomy
- audited accounts for the above.
- fixation/revision of fees and other charges payable by the students
- that expenses incurred have budgetary provision recommended for approval financial proposals made by other committees with or without modification
- that necessary formalities have been observed in incurring expenses
- the bills placed for payment
- the consideration of proposals for enhancement of wage/allowance or engagement of temporary staff

The finance Committee will monitor the allocation of funds related to meet general, additional and special needs such as:

- a. Orientation and re-training of teachers
- b. Re- designing courses and development of teaching / learning material
- c. Workshop and seminars
- d. Examination reforms e. Office equipment, teaching aids and laboratory equipment
- f. Furniture for office, classrooms, library and laboratories
- g. Library equipment, books / journals
- h. Expenditure on meetings of the Governing body and Committees
- i. Honorarium to controller of Examination (full time) not exceeding Rs. 8000/ per month.
- j. Renovation and repair not leading to construction of a new building
- k. Extension activities

PURCHASE COMMITTEE

Purchase Committee (PC) is a group of designated staff established for independent review and evaluation of purchasing documentation whose main objective is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references, credentials etc. Purchase Committee (PC) is established and managed by a senior professor in the college with the responsibility for the successful outcome of the evaluation process under the guidance of the Principal.

Objectives:

- To ensure that equipment / accessories are procured through standard procedure in major & minor purchases of the institution.
- To prepare the annual procurement plan of the institution.
- To provide support to the department HODs/Lab In-charge Faculty members for procurement of goods / services in efficient, economic and transparent manner.
- To support the Finance Committee to allocate the required fund and its judicious utilization.

Meetings: The Purchase Committee shall meet as and when needed.

Tenure of the Purchase Committee: Tenure of the Purchase Committee shall normally be three years. The Principal, if not satisfied with the performance of the existing Committee, may reduce its tenure, and if satisfied, may extend the tenure for another three year.

INTERNAL AUDIT COMMITTEE:

An effective Internal Audit mechanism is intended to assist in effective functioning of the Institute and in achievement of its vision and mission in an efficient manner. It conducts Financial Audit (audit of the annual accounts) and Compliance Audit (audit of transactions) of the Institute every year.

Internal Audit Committee has to work with the office accountant and build capacities of the audit/accounts personnel of the Institute and to guide them in achieving their objectives /targets in a more efficient manner.

Major duties and responsibilities of internal audit functionaries are summarized as below:

- Study of accounting procedures, including maintenance of records in the institute with a view to ensuring that they are correct, adequate and free from any defects or lacunae;
- Reports risk management issues and internal controls deficiencies identified directly to the Finance Committee through the Director and provide recommendations for improving the organization's operations, in terms of both efficient and effective performance;

- Provides support to the institute's anti-fraud programs;
- Watch over the implementation of the prescribed procedures and the instructions/ orders issued from time to time;
- Scrutiny and check of payments and accounting work of the accounting units;
- Investigation of important arrears in accounting and other connected records;
- Periodical review of all accounts including cash book, bank reconciliation statement and store record as well as physical verification of stores.