



BHARATHIYAR ARTS & SCIENCE COLLEGE FOR WOMEN

(Affiliated to Periyar University)

Accredited by NAAC & Reg U/S 2(f) & 12 (B) UGC Act 1956.

Deviyakurichi, Attur(Tk), Salem(Dt), Pin-636112.



RESOURCE MOBILISATION POLICY

The Institution has a transparent and well planned financial management system in which Management members are the main sources of funds. The Resource Mobilization Policy focuses on achieving the goals of the Institution ensuring accountability and transparency.

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, the building and basic infrastructural requirements are worked out by the Board of Management in terms of financial load and time needed.

Programme-wise budgets for equipment, instruments, consumables, are prepared by the Programme Coordinators and submitted to the Principal.

Funds Mobilization:

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:

- Estimated fee receipts.
- Cash outflow based on already running programmes, new acquisitions, enhancements in expenditures, maintenance, administrative expenditure and depreciation.



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

Funds are provided to meet the infrastructure requirement of the Institution while starting new programmes. The budget for academic activities, remuneration of visiting faculty, and honorarium of Guest, Seminars, Workshops and Conferences at department is prepared and approved by Management.

Monitoring Utilization of Funds:

- In order to ensure and monitor effective utilization of financial resources management has appointed an A.O, who checks all expenditures. Furthermore, every year the Principal appoints Committee, which plans and approves all purchases.
- 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 concerned Accountant.
- Transparency and Accountability are ensured by conducting an annual audit of the statements.

Financial Audit of the College:

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.
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. After the completion of auditing, account will be finalized and audited statement will be prepared. The audited statement is duly signed by Chairman, Secretary, Treasurer and Chartered Accountant.



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Action Plan:

Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by the Principal or a relevant Committee. Based on the preliminary investigation the following actions could be taken:

- a. Dismiss a complaint.
- b. Impose any penalty permitted by the rules of the College.
- c. Refer the complaint to the Principal accompanied by a written report for further decision.
- d. Issue a caution which shall not be recorded on the student's record.