



BHERULAL PATIDAR GOVT. P.G. COLLEGE, MHOW



RESOURCE MOBILIZATION & OPTIMAL UTILIZATION POLICY



Dr. Praveen Ojha
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MHOW



FOREWORD

It is with great pride and commitment that I present the Resource Mobilization Optimal Utilization Policy for Bherulal Patidar Govt. P.G. College, MHOW. This policy reflects our collective endeavor to ensure the seamless functioning and continuous improvement of our institution. By fostering accountability and transparency, the policy provides a clear framework for acquiring, managing, and utilizing resources effectively.

In today's dynamic educational landscape, efficient resource mobilization is imperative to meet the growing demands of quality education and infrastructure. Our approach is rooted in inclusivity and collaboration, ensuring that every stakeholder—faculty, students, and administrative staff—contributes to and benefits from our shared resources.

I am confident that this policy will serve as a guiding document, strengthening our institution's financial health and supporting its vision of becoming a center of excellence. I encourage all stakeholders to actively participate in the successful implementation of this policy, fostering growth, innovation, and sustainability.

Dr. Praveen Ojha
Principal



Vision and Mission of the Institute

Vision:

“Our vision is to excel as an educational institution by providing career- oriented, value-based education. We aim to cultivate a community of independent, morally upright, and socially conscious young individuals, empowering them to contribute meaningfully to society.”

Mission:

- **Provide quality education across various disciplines to encourage connectivity between research technologies and employability.**
- **Strive to become an institute focused on student needs, fostering experiential, innovative, and lifelong learning approaches to tackle societal challenges.**
- **Ensure literacy, learning and life skills to all, particularly girl scholars from tribal background.**
- **Inculcate an entrepreneurial mindset and values in students.**
- **Enhance collaboration with industries and institutions for mutual benefit.**



Objective of the Institute

Objectives

- To enrich students with best that is to learn.
- To infuse an environment of academics with skill-based education and technologies.
- To make the learners grow as a confident and well-groomed citizen.
- To enable learners to be creative, dynamic and competitive to face the challenges of academic demands at regional, national and international levels.
- To raise a generation rich in ethical values and cognitive empowerment to mobilize the available resources.



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POLICY

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Preamble: -Resource mobilization is a cornerstone for the sustained growth and development of any academic institution. At Bherulal Patidar Govt. P.G. College, MHOW, our Resource Mobilization Policy is designed to support the institution's mission of delivering quality education, fostering innovation, and ensuring the holistic development of students. The policy emphasizes accountability, transparency, and the optimal utilization of resources to meet our academic, infrastructural, and developmental needs. By effectively mobilizing and utilizing resources, the college aims to enhance its capacity to deliver excellence in education while promoting financial sustainability.

Scope: - The scope of a resource mobilization and utilization policy for Bherulal Patidar Govt. P.G. College, MHOW would encompass various aspects related to acquiring and efficiently utilizing resources to enhance the institution's educational quality, infrastructure, and overall effectiveness.

Planning Infrastructural requirements: - To operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements will be worked out by the administrative authority 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: - Based on student intake, faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement will be examined, and a Resource Mobilization Plan will be prepared based on the following broad outlines:

1. Estimated fee receipts.
2. Estimated receipts from Govt. and Non Govt sources, Alumni Funding, Sponsorship/grants, interest, etc.
3. Cash outflow based on already running programmers, new acquisitions, enhancement in expenditures, maintenance, administrative expenditure, and depreciation. Repayment of interest, etc. included in cash out flow.
4. Deficits are due to difference between cash inflow and outflow.



The procedure followed to ensure proper implementation of the Resource mobilization plan will be: -

- 1) Proposals for infrastructure requirements of the institution will be made as per students' strength and course specifications and will be sent to competent authorities for necessary action.
- 2) The budget for student activities, remuneration of visiting faculty, and honorarium of Guest for extension lectures, seminars, workshops, and conferences at different departments of college will be prepared and approved by the administrative authority.
- 3) Fees and grants will be used for infrastructure, academic and co-curricular activities.
- 4) Government funds will be optimally used and spent as per the pattern of assistance.
- 5) Transparency and accountability will be ensured by conducting an annual audit of the statements.

To ensure and monitor effective utilization of financial resources, the Bursar committee will check all expenditure. Furthermore, every year Purchase and Disposal Committee of the college will plan and approve the purchases and write-offs. The expenditure out of the RUSA Infrastructure grant will be planned and implemented by the RUSA Project Monitoring Committee of the college.

Monitoring Utilization of funds: - The purchase committee constituted at college level will monitor the optimum utilization of funds for various recurring and non-recurring expenses.

- The purchase committee will seek quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations will be scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The principal and purchase committees along with the accounts department will ensure that the expenditure lies within the allotted budget. The intervention of the Janbhagidari Samiti will take place in case the expenditure exceeds the budget.



Resource Mobilization Policy and Procedure: -

- Before the financial year begins, the Principal, Purchase committee and Heads of Departments along with the accountant will prepare the college budget.
- The institutional budget includes recurring expenses such as, electricity and internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development expenses.

Optimal utilization of resources and conduction of financial audits: -The financial audit will be concerned with two activities: income and expenditure. The important aspect of audit will be proper utilization of income. It means expenditure will be done in transparent ways. For this we will follow "Bhandar Kraya Niyam " of the MP Government. As per these rules, a purchase committee of senior professors is formulated at college level.

This committee will monitor all expenditures will ask requirements of different departments, office, and cells and will materialize it by procuring through prospective sellers by different procedures (by specifying product dimension). After procurement they are entered in a bill register of incoming item and issued and disbursed to the concerning department through cross entry in their stock register, will check them yearly through physical verification, maintain the report of physical verification and stock of different department, ask for repairs or write off of the concern items through stock checking in charge, present them to write off committee and then disperse through auction from department.

The head clerk of the college will investigate the establishment related affairs in the college, LDC and accountants will help in keeping the accounts and financial records in order in the office.



Financial Audit of Grant: -

➤ Grants and funds sanctioned by Government/UGC/RUSA: -

The college will adopt the following mechanism for conducting financial audits.

1. The institute will establish a mechanism for conducting Internal and External Financial audit every year to ensure Financial Compliance. The Internal audit will be conducted by the Bursar committee of our college. The financial compliance report of internal audit will be submitted to the principal of the college.
2. Our college will appoint a chartered accountant as the external auditor. The statutory financial audit of all accounts of the college will be conducted after the end of the financial year during April to June. Finalization of accounts will be completed by June and the audited statement will be prepared in July. The audited statement will be duly signed by Principal and Chartered Accountant. AGMP raises financial explanations as per the process, these financial explanations will be answered if any within the stipulated time. All the procurement will be as per MP GENERAL Financial Rules 2015. These rules will be strictly followed, our college will keep track of any amendment in the rules.



ACKNOWLEDGMENT

We would also like to extend our heartfelt appreciation to **Dr. Manoj Nagar**, Head of the RUSA Committee and Infrastructure Development Committee, for his invaluable contributions to the Resource Mobilization Policy. His leadership and vision have been pivotal in shaping the strategies and frameworks that ensure accountability, transparency, and the optimal utilization of resources to support the institution's mission. We are grateful for his dedication to fostering innovation and enhancing the institution's capacity for sustained growth and development.



BHERULAL PATIDAR GOVT. P.G. COLLEGE, MHOW



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