

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
Affiliated to MG University and Approved by AICTE
Vazhithala P.O.,Thodupuzha 685 583,Kerala, India



POLICY DOCUMENT FOR RESOURCE MOBILIZATION

RESOURCE MOBILIZATION

A resource is anything that can be used to satisfy a need and mobilization is the process of organizing something. Resource Mobilization is the activity undertaken by an institution to create financial, human and material resources to achieve its vision and mission.

The Resource mobilization policy refers to attaining the targets of the institution by ensuring accountability and transparency. It is the task of the management to coordinate and monitor the proper and optimum utilization of the financial resources. It enables the institution to achieve its goals.

Santhigiri College of Computer Sciences, is a self-financing institution under Carmel Educational and Charitable Society with a properly established Governing Body. The Governing Body makes all policy decisions regarding the institution. It has a well defined Resource Management Policy created by experts and approved by the Governing Body.

The major financial resources of the institution:

1. Fees collected from the students
2. Bus fee
3. PTA contributions
4. Contributions of Alumni
5. Contributions from the general public
6. Grants and donations from the private and public sectors.

The main source of income of the institution is the fees collected from the students. The fee is collected as per the norms and guidelines prescribed by the university. The fee collection is through online and digital mode. Students pay bus fees according to the distance of their travel. The PTA fund is collected from the students annually as decided by the PTA committee. Casual contributions are received from the alumni and philanthropists. Teachers and students are encouraged to obtain funds according to the grants and projects of AICTE, DST, UGC etc.

Areas of financial expenses

1. The tuition fees collected are used for paying the salaries of the teaching and non-teaching staff
2. Tuition fees are also spent on infra-structure development, staff development program, academic and non-academic programs of the institution.
3. Provident Fund(PF) and Employee State Insurance (ESI) benefits are given to a section of the staff from the tuition fees.
4. Bus fees are used to pay the salaries of the drivers and for the repair and maintenance of the vehicles.
5. PTA contributions are expended to create more facilities for the teaching and learning processes of the students.

6. Alumni contributions are also spent on their specific purpose, if any, or used for academic purposes.
7. Contributions from the public are used for general purposes, if not specified
8. Grants are used for the specific purpose for which they are received.

Mobilization of other resources

Besides the mobilization of financial resources, the institution focuses on other areas also:

1. **Human resource mobilization:**

Human resource mobilization involves recruiting qualified teaching and non-teaching faculty who possess commitment and dedication. Measures have to be taken to update and upskill the faculties so that the institution will have a team of excellent staff capable of enhancing the overall academics and extra-curricular activities of the institution. Various steps are to be taken to optimize the personal and professional growth of the staff, which in turn will result in the integrated and holistic development of the students, focusing on their curricular, co-curricular and extra-curricular advancements. Sufficient funds are to be set apart for human resource mobilization.

2. **Physical resources mobilization:**

Physical resource mobilization is aimed at ensuring adequate infrastructural and other physical needs of the institution. The institution has to meet its daily operating needs. Attempts could be made to mobilize funds for physical resources through projects, grants, CSSR funds, contributions from benefactors etc.

The Governing Body coordinates, assists, monitors and directs the resource mobilization of the college. The Governing body focuses on the following:

1. Optimal utilization of funds for the efficient administration of the institution.
2. Feasibility of starting new programs and projects
3. Priorities in making financial investments and support to various activities.
4. Strategies and guidelines in resource mobilization
5. Facing the challenges of inflow and outflow of funds to meet the requirements.
6. Creating new platforms for generating funds for the expansion of activities.
7. In Depth study of the available resources and their intelligent utilization.
8. Analyses of budget proposals submitted by various departments and cells and sanctioning them with changes if necessary.
9. Any misuse of funds by the concerned department/faculties.
10. Regular auditing of accounts by qualified chartered accountants.
11. Serious monitoring and scrutiny of projects' implementation
12. Taking punitive actions against fraud financial transactors.
13. Availing grants for conferences, workshops, paper presentations, publications, research, etc.
14. Sanctioning scholarships for PwD (Persons with Disabilities) and economically weaker students.
15. Deputing academic and non-academic resources at suitable places and time to strengthen higher education.

The Bursar of the college, in consultation with the Governing Body and the Principal, is responsible for the management of the funds with the utmost transparency. The internal auditor appointed by the management does the verification of the accounts every month.

Resource mobilization in a higher education institution is of paramount importance for attaining its mission. Santhigiri College has successfully implemented resource mobilization since its inception. We shall deploy our resource mobilization team with more energy and enthusiasm for innovative approaches and intuitive strategies for attaining quality and excellence.

