



### **St. Joseph's College of Commerce (Autonomous)**

Affiliated to Bengaluru City University

Accredited with "A++" Grade by NAAC 4<sup>th</sup> Cycle (CGPA of 3.57/4)

College with Potential for Excellence

Ranked 74<sup>th</sup> in NIRF 2021 by the Ministry of Education, Government of India

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### **Resource Mobilization Policy**

#### **I. Preamble**

St. Joseph's Institution of Commerce, an autonomous college, is committed to celebrating, supporting diversity by helping all of its students to reach their full potential. The concept of autonomous colleges provides freedom in areas of curricular design, innovative teaching & learning methods, research & extension activities including other academic activities like excursions, field work, internal innovative examinations and valuation-making each autonomous college fully accountable for content, quality of educations it imparts. All these activities require massive resource mobilization to meet the increased enrolments of students and related increased faculty recruitment year to year. As the Institution supports an extensive supportive environment for faculty, staff, students, and other members of the Institution community, there exists a Comprehensive Resource Mobilization Policy for all SJCC's Community members.

#### **1. The Policy Statement**

The policy supports the achievement of strategic plans of the Institution by due process of analyses and identification of resources required for all programs, prioritize the requirement, allocation of the resources by understanding the current resources landscape, availability and support commitments. It also entails effective relationship management with the resources providers, the skills, knowledge and capacity for proper use of resources.

#### **2. The Objective of the Policy**

- The primary objective is to ensure that there is a clear, systematic, predictable and well-coordinated approach to mobilization of resources.



- To encourage and enhance the flow of resources coming into the Institution for its development;
- To solicit & acquire resources by participation/contribution of society in their development

To augment resources through consultancy opportunities on commercial basis to the industries, government, and other bodies and society

### **3. The Scope of the Policy**

The scope of the resources spans all related resources that are used for the development, implementation and continuation of works for achieving the Institution's mission. The scope of the Resource Mobilization policy includes resources and its mobilization of the following nature

- Financial-funds received vide donations, scholarships, fellowships, consultancy
- Materials- includes equipment's, books, periodicals, journals donated
- Physical resources-land and buildings & Human Resources.

The scope entails in its activities all related resource allocation

- Ensuring the optimum allocations of resources as per procedure earmarked.
- Details and records of all monetary resources are kept according to the legal and UGC mandates, either electronically and manually.
- Setting out a procedure for all the non-monetary resource mobilization of the college
- Ensuring the effective utilization of resources for teaching, learning and training

### **4. Sources of Resources Mobilization**

The types and methods of resource mobilization are discussed in Staff meetings, Finance Sub-Committee meetings and are approved by the Governing Body of the college. It is also discussed in the Alumnae Association meetings.

- Principal sources such as individual Indians or non-resident Indians, public and family trusts, municipalities/Panchayats, MP/MLA/Counsellors' funds.
- Primary source- Central & State government grants-in -aid, Management Funds
- Part of student fees as per the Institutional rules and regulations- for meeting routine non salary expenses
- Financial grants and funds from UGC plan development grants,
- Grants received from UGC under Centre of Potential Excellence.
- Autonomous College Grants as per its directions.
- Interest from Management Investment.





- Contributions from Alumni Association, Alumni individual, NGOs, Corporate House for improvement of quality of higher education.
- Financial aids from Charity.
- Scholarship funds from Government-Minority, SC/ST Scholarship
- Scholarships from Corporate /Business Houses, NGOs and Individuals.
- Specific Earmarked Funds-Management Development, Staff Gratuity Fund, Management Scholarship Funds, Awards and Recognitions Fund from Management.
- Interest on corpus funds donated by Alumni
- Research grants received from UGC, ICSSR, JRF and Institution's Management Funds.
- For self-financing courses, the major source of receipt is the student's educational fees under various heads of accounts and the deficit is managed by the management
- The non-teaching and housekeeping staff, as stipulated by the Dept. of Collegiate Education, Government of Karnataka, are recruited as per requirement -(Ref Institutional Recruitment Policy)
- The work load of all teaching faculty, recruited as per UGC's norms, are as per minimum norms of Bangalore university
- All Programs of the Institution are run and monitored as the Academic Calendar of Events after ensuring that sufficient and adequate number of working days per semester are allocated.
- The E-Resources are maintained as per UGC's requirements(Ref- IT Policy)
- The Library Resources- both books and e-content resources are upgraded and updated annually.

##### **5. Resource Utilization Strategies Employed:**

Resource mobilization at its several levels along with its optimal utilization is carried out by its immediate monitoring head and the stewardship of financial resources by the Finance Head/Principal.

- The Grants mobilized from UGC are strategically used as per its direction for the improvement of institutional infrastructure, knowledge resources, seminar/conferences and workshops.
- The CPE funds are utilized as per the budgeted provision made in the Budget proposal, expenses statements and audited reports submitted as per UGC's requirement annually.
- The corpus funds received from Alumni association, alumnae and guardians are disbursed towards the student's Annual prizes and endowment funds.



- The scholarship funds from corporate and business houses are disbursed to needy students annually at the end of the academic year's College Day Function.
- All government and non-government financial grants are utilized as per its directions fully keeping in mind the best interests of the stakeholders.
- Research Grants from UGC are distributed to the concerned staff members and progress report and expenses are audited on regular basis.
- The College Management own and special Earmarked Funds are used for salaries, research and such other expenditures.
- Parts of Fees collected from students is utilized as per Institutional Rules and Regulations.
- Mobilization and utilization of Time are done by meticulous time utilization by allocating sufficient number of working days in each semester and subsequently drawing the Calendar of events for both even and odd semester.
- All teaching faculty members are allocated workload/ number of hours of instructions required per week as per UGC's guidelines.
- Space which is at a crunch in the Institution is utilized fully and imaginatively.
  - The strip of land behind the building is a football ground and a space by the side of the Institution is creatively converted into a Basketball Court cum Open Air auditorium.
  - The unused space alongside the Institution's compound has been creatively and judiciously crafted by trees and sitting canopy for students.
  - An existing G+3 building storied building according to the plan of linear expansion has been crafted by the Management
  - The rooftop Solar Photo-voltaic grid-connected energy system and the Rainwater Harvesting system use open terraces effectively.
  - The computer laboratory houses computers with LAN, LCDs
  - The seminar halls are used as lecture halls too.
  - Library functions acts as a knowledge center and meeting place for important strategic discussion.
- Mobilization of Intellectual and other Abstract Resources.
  - The Institution visualize, designs and implements academic activities for all the running programs by pre-planned human resources mobilization.
  - The Abstract Resources such as E-resources are judiciously managed by the IT Department (Refer IT Policy)



## 6. Allied College Resources

The Allied College Resources refers to the physical resources such as all furniture's including furniture used for learning purpose, office equipment's, electrical, electronic & security equipment's. Monitoring, maintaining and reconciling such resources are the main responsibility of the Maintenance Manager (Refer Repair and Maintenance Policy). All necessary planning to implement this is carried out during each academic year.

He is efficiently guided by the Principal and is responsible for maintaining these resources. At the end of each semester, he prepares a list of work including cleaning, maintenance and repair and hands over such works for approval to the Principal/ Finance head for approval and implementation.



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