



N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

(Autonomous)

**No. 41, Dr. Besant Road,
Triplicane, Chennai-600 005**

INSTITUTIONAL POLICY GUIDELINES FOR RESOURCE MOBILIZATION



TRANSFORMING STUDENTS TO GLOBAL EDUCATORS

Approved by the College Committee in its Meeting held on 12th May 2022

INDEX

1.	Background	1
2.	Purpose of the Policy	2
3.	Objectives	2
4.	Policy Guidelines for Resource Mobilization	2
4.1	Financial Resources of the Institution	3
4.2	Strategies employed for Resource Mobilization	4
4.3	Monitoring Utilization of Funds	6
5.	Responsibilities of the Institution	8

Institutional Policy Guidelines for Resource Mobilization

1. Background

N.K.T. National College of Education for Women, established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist, is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers Graduate, Post Graduate and Research Programmes in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position “Second to None”, and has been upgrading its curricula and pedagogies on par with the global standards.

The Institution has a transparent and well-planned financial management system in which the main sources of funds are from the Government and the Management. The harmonized Purchase and Maintenance Committee, Finance Committee, College Autonomous Governing Body and the College Committee coordinate and monitor the optimal utilization of funds for the promotion of learner centric eco system. While the Government is not fully committed to the progressive increase of public spending on educational institutions and higher education, it is necessary to generate additional revenue from other sources. The Institution being a non-profitable organization ensures that the funds generated are spent optimally by the Institution for its welfare maintaining accountability and transparency.

2. Purpose of the Policy

Resource mobilization refers to all activities involved in securing new and additional resources for the College. The Resource Mobilization Policy focuses on achieving the goals and target of the Institution ensuring accountability and transparency and involves making better use of and maximizing, existing resources.

3. Objectives

The objectives of the Policy are:

- To diversify and expand the resource base in supporting the outcomes of all Academic Programmes of the Institution;
- To identify and analyze the resources available for programme priorities, policies, research, infrastructure upgradation and maintenance in addition to efficient budget allocation;
- To understand and analyze the current funding landscape, resource availability and support commitment from stakeholders and agencies; and
- To maximize use of internally generated income so as to expand meaningful relations with stakeholders.

4. Policy Guidelines for Resource Mobilization

The Institution is a centrally managed non-profit organization with the Governing Body of Sriman N.K. Thirumalachariar National Education Society which ensures that the income generated is spent optimally for the Institution itself.

The Government funds are taken care of by the Finance Committee with the Principal, a Senior Faculty Member nominated by the Principal, Finance Officer nominated by the Parent University and a Management Representative nominated by the Governing Body of the Society and with the approval of the Autonomous Governing Body of the College with representatives from the Management, State Government, UGC, Parent University,

Academicians, Alumni, Principal and Faculty members. It is ensured that the Government funds are optimally used for which it has been sanctioned.

The Financial support from the Management is discussed and approved by the Governing Body of the Society based on the request placed by the concerned Faculty members and Non-Teaching Staff with the approval of the Principal and with relevant documents and quotations approved by the Purchase and Maintenance Committee of the College.

4.1 Financial Resources of the Institution

The regular financial resources of the Institution are:

1. Funds from the State Government
2. Government Scholarships
3. Funds from the University Grants Commission (UGC)
4. Tuition Fees
5. Hostel Fees
6. Staff and Institutional Improvement
7. Building Fund
8. Management Corpus Fund (Donations from Individuals, NGO's and from Philanthropists)
9. College Alumni & Parent-Teacher Association Contributions

The Salary fund received from the State Government is disbursed as salary for the Permanent Government-aided Teaching and Non-Teaching Staff.

Funds received from the State Government as Scholarship are disbursed to students for whom the scholarship has been claimed by the Institution.

Funds received from the University Grants Commission received under various Plans (Five Year Plans)/ Schemes (Merged Schemes, Institution of IQAC Cell & Construction of Buildings)/ Autonomous Grants (Major & Minor Projects, Travel, Workshops/

Conference/ Seminar & Post Doctoral Research Grants) are utilized for the purpose it is granted for.

Tuition Fees collected from students are paid to the State Government Treasury as per norms.

Hostel Fees collected from Resident Students are utilized towards salary of Hostel Employees and maintenance of Hostel Facilities.

Staff and Institutional Improvement Fund collected from students goes towards meeting the salary expenditure and welfare measures of Teaching Faculty members and Non-Teaching Staff supported by the Management.

Building Fund received from philanthropic donors is utilized in meeting the maintenance of infrastructure and basic facilities of the Institution.

The Funds mobilized by the Management as Management Corpus Funds (donations from NGO's and philanthropists) are utilized for supporting the educational needs and welfare of the economically downtrodden and challenged meritorious students.

Funds contributed by the NKT College Parent-Teacher and Alumni Associations are decided by the Associations for the academic and infrastructural enhancement with the permission of the Management.

4.2 Strategies employed for Resource Mobilization

The strategies for mobilization of resources are discussed in the Management Meetings, Faculty Meetings, Alumni, PTA and Student Welfare Meetings by the Principal and implemented with the approval of the Secretary of the College. The College ensures optimum utilization of funds mobilized by the Institution with the support of the Management. The following strategies are adopted for mobilization of funds:

- The activities that need recurring fund and those that require instant funding shall be identified and grouped separately.
- Innovative strategies shall be employed to the benefit of identifying and mobilizing funds. The academic community shall be encouraged to come with their suggestions on mobilizing funds and its utilization.
- College shall identify the areas which require more thrust for improvements, and all possible ventures of resource mobilization.
- Various types of fees collected from students and concessions given shall be ensured that they are in parallel to other universities in the state.
- Submitting Budget with necessary documents and approval from appropriate bodies to receive UGC Autonomous Grant every year.
- Claiming of Salary for Permanent Aided Teaching & Non-Teaching Staff to the State Government on time.
- Applying to UGC Grants available for various Plans (Five Year Plans)/ Schemes (Merged Schemes, Institution of IQAC Cell & Construction of Buildings)/ Autonomous Grants (Major & Minor Research Projects, Travel, Workshops/ Conference/ Seminar & Post Doctoral Research Grants).
- Activities which would generate revenue could be encouraged. Faculty members shall be encouraged to apply for funded researches, taking up projects and consultancies.
- Submitting List of Eligible students with supportive documents for BC, MBC & SC/ST Scholarships.
- Canvassing for financial support from NGO's (Bahwan Cybertek Pvt. Ltd., Chennai, Guindian's 82 Association, Chennai, Rotary Club of Chennai, IT City, Cognizant Foundations, Chennai) for empathetic patronage.
- Activities which would require huge investments, for example enhancement of infrastructural facilities, shall be sought with incorporating external funding agencies governmental, non-governmental or private agencies under strict scrutiny.

- Associating with national and international agencies in various academic programmes shall be encouraged so that mobilization of funds become possible in sharing academic expertise of faculty members through utilizing the same for public good.
- Encouraging joint ventures in research and academic activities shall be more fruitful in the mobilization of resources to the College.
- Innovative academic programmes like certificate and diploma programmes, shall be encouraged on “no loss – no profit” basis.
- Seeking donations, memorial prizes and endowments from Staff, Retired Staff, Parents & Alumni
- Engaging stakeholders to explore newer avenues for generation of revenue
- Diversification and expansion of the resources for overall improvements in academics of the College shall be done in regular intervals.
- Seeking voluntary contribution of equipments, devices, books to library, furniture, renovation of infrastructure, etc.
- Funds shall be mobilized in association with neighbourhood networks, associating with industry and enterprises through the exchange of resources and expertise in the effective ways of implementing corporate social responsibility.
- Special encouragements shall be made to all forms of asset building programmes.

4.3 Monitoring Utilization of Funds

Transparency and accountability is ensured by conducting annual audit of the statements. The College ensures periodic Audit and a sound mechanism for settling audit objections and required ratifications.

Financial supports provided by the Government Agencies are audited by the respective Government Departments and the Management account is audited by the Auditor approved by the Society and the statement is submitted to the Registrar of Society before the end of every financial year.

Mechanism of External Financial Auditing of Government Funds

The External Financial Government Auditing takes place in two stages

- a)** Department of Higher Education Audit by the Office of the Regional Joint Director (RJD), Chennai Region
- b)** State Audit by the Office of the Principal Accountant General (AG's Office)

The Department of Higher Education Audit by the Office of the Regional Joint Director, Chennai Region audits the General Account, Entrance Fees, Scholarship, Caution Deposit, Approved Salary Account, Special Fees and Funds received as Autonomous Grant for various schemes from the University Grants Commission, New Delhi and submits the Report to the College and the Office of the Principal Accountant General (AG's Office). The Audit Team also scrutinizes the Stock Registers of various Laboratories with copy of Purchased Bills & Issue Register, Library Accession Register, Grant-wise Purchase Register with copy of Purchase Bills and Issue Register maintained in the Library, Attendance Registers of Teaching & Non-teaching Staff, Leave Details and Service Registers of Teaching & Non-Teaching Staff. The Report with Objections if any raised by the Audit Team is submitted to the College. The College on ratification of the objections, submits a Report with due documentary evidences to the Office of the Regional Joint Director, Chennai Region. On acceptance of ratifications made, the objections are dropped by the Office of the Regional Joint Director, Chennai Region.

At the next stage, the State Audit by the Office of the Principal Accountant General (AG's Office) audits all accounts audited by the Office of the Regional Joint Director, Chennai Region and in addition audits the Examination Account and also verifies the Registers and Documents audited by the Office of the Regional Joint Director, Chennai Region. The Report with Objections if any raised by the Audit Team is submitted to the College. The College on ratification of the objections submits a Report with due documentary evidences to the Office of the Principal Accountant General (AG's Office)

and on satisfaction and acceptance of the ratifications made, the objections are dropped by the Office of the Principal Accountant General (AG's Office).

Further, External Audit teams also audit the on time submission of Audited Financial Statements to Statutory and Regulatory Bodies.

Mechanism of Internal Financial Auditing of Management Funds

All other funds like, Hostel Fees, Staff and Institutional Improvement, Management Corpus Fund, contributions from Alumni & Parent-Teacher Associations are audited by the Auditor appointed by the Management and approved by the Management Governing Body.

The Audit Mechanism of the Institution ensures immediate ratification of objections raised in the External Audit Reports.

5. Responsibilities of the Institution

The Institutional Policy Guidelines for Resource Mobilization shall be prepared/ reviewed by the Internal Quality Assurance Cell of the College.

The Policy shall be reviewed, once three years to ascertain the effectiveness of the resource mobilization practices and to explore changes, if any, to be included in the Policy for improving the existing practices.

The Policy shall be appraised and approved by the College Committee and implemented by the Principal.

Policy Confirmed by



Dr. M. Arumugam
Secretary

Policy Approved by



Dr. (Mrs.) Mano Bakthavatsalam
President