

### 6.4.1 Utilization of Funds Resource Policy and Procedure

- \* Nagaon G.N.D.G. Commerce College set up a UGC Committees per the directions of the UGC given in the XII Plan.
- \* The UGC Committee. in close coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.
- \* A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses.
- \* The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- \* The quotations are 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, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.
- \* Before the financial year begins, Principal and Concerned Committees prepare the college budget.
- \* The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- \* It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- \* Statutory auditors are appointed who certify the financial statements in every financial year.
- \* The grants received by the college are also audited by certified auditors.



**Principal**

Nagaon G.N.D.G. Commerce College

Nagaon :: Assam

**PRINCIPAL  
NAGAON GNDG  
COMMERCE COLLEGE  
NAGAON :ASSAM**



# **NAGAON G.N.D.G. COMMERCE COLLEGE**

**Panigaon, Nagaon, Assam, Pin-782003.**

**Estd. – 1984**

Accredited by NAAC, Grade-B++, Recognized by UGC with Section 2(f) and 12(B)

## **Resource Mobilization Policy**

### **1. Introduction:**

Nagaon G.N.D.G. Commerce College will develop a transparent and well planned system of Resource Mobilization Policy for managing and utilizing its fund generating resources and facilities. The Policy will emphasize upon achieving the goals and target of the college ensuring accountability and transparency. The College Governing Body would coordinate and monitor the implementation of the policy and optimal utilization of the funds generated from the college's resources and facilities for the benefit of the students as well as other stakeholders of the college.

### **2. Objectives:**

- a. To identify the resources available for various programmes in order to ensure efficient management of funds.
- b. To plan for alternate sources of funds for making provision for educational, co-curricular, extracurricular activities for the benefit of the students.
- c. To achieve the strategic plans, goals and activities for the overall growth of the institution.
- d. To plan the utilization of available infrastructure, facilities and other resources to the optimum level so as to utilize it to enhance the quality of educational activities in the college.

### **3. Sources:**

At Nagaon G.N.D.G. Commerce College its day to day expenses and general maintenance will be incurred from the fund generated through the following sources;

- a. Student's tuition fees,
- b. College development fees,
- c. Hostel fees,

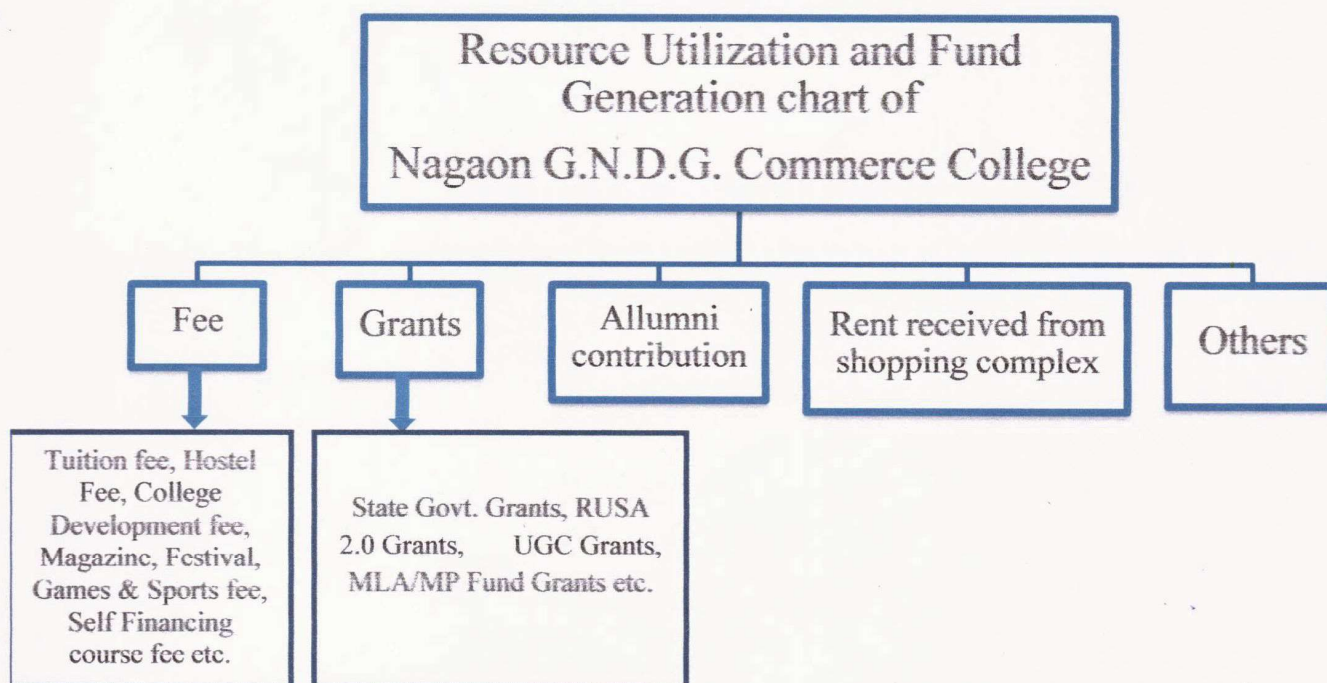
- d. Self Financing course fees,
- e. Alumni contribution,
- f. Grants received from Govt. such UGC Grants, RUSA 2.0 Grants, MLA/MP Grants etc.,
- g. Interest earned on fixed deposits, bank interest etc.
- h. Donations from philanthropies, individual donors etc.
- i. Through rent earned from its shopping complex.(Located in front of the college campus on college land.)

Different Committees like Finance Committee, Purchase Committee and Construction Committee and their members would be appointed by the Principal of the College which will ensure and monitor effective utilization of resources and the fund generated by them.

The Grants received expenditures would be planned and implemented by respective benefactor body and project monitoring unit of the college, as required or directed.

The policy will also oversee the outsourcing of physical facilities and other resources of the institution, which are utilized for;

- a. Physical facilities such as Seminar Hall, Indoor Stadium are to be provided for the conduct of various govt. and non-governmental programme.
- b. The college facilities will be outsourced for the conduct of the different departmental examination conducted by the Govt. of Assam or any other Govt. department.



#### 4. Monitoring:

All accounts of Nagaon G.N.D.G. Commerce College are to be audited internally and externally. All the bills, invoice/vouchers and purchase orders of expenses will be scrutinized by the Accountant. The payment of bills will be processed and forwarded to the Principal by

the accountant only after proper verification is done. The Principal would be the only authority to give the final approval of the payment.

## 5. Audit Mechanism:

The Nagaon G.N.D.G. Commerce College will conduct both internally as well as externally Audits.

The college will maintain a proper mechanism for internal audit in place. At the end of each financial year, an internal audit is to be conducted through a Chartered Accountant appointed by the college. The audit reports issued by the Chartered Accountant with utilization certificate will have to be submitted to the college authority.

However, the external audits to be conducted by Government of Assam Audit Officer popularly known as Local Audit.

Besides the above stated audits if required or instructed the college will undergo separate audit by the Higher Education Department through Directorate of Higher Education for the Govt. grants, tuition fees accounts and other accounts with the help of an Audit team from Accountant General (Audit) Assam, in respect of college concerned whenever asked.



**Principal**

Nagaon GNDG Commerce College

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