



BISHOP HEBER COLLEGE (AUTONOMOUS)

Nationally Reaccredited with A Grade by NAAC with a CGPA of 3.58 out of 4

Recognized by UGC as "College of Excellence"

Tiruchirappalli – 620 017

POLICY ON FUND MOBILIZATION AND RESOURCE MOBILIZATION OF BISHOP HEBER COLLEGE (AUTONOMOUS)

1.1. Preamble

The College being a religious minority institution aided by the Government, its resource mobilization policy is aligned to its vision and mission, the objective being to make quality higher education affordable to all students. Enabling effective teaching-learning practices is the top most priority in contention while preparing the budget allocation and the subsequent initiatives to have optimum utilization of space and resources to generate further funding to enhance the same. It includes induction and orientation Programs, workshops, inter-disciplinary activities, training programmes, Refresher Courses, Faculty Development Programs, Conferences, Industry Academia interface, consultancy services, collaborative activities, exchange programmes, incubation centres, entrepreneur cells and empirical research that ensure quality education. The policy is aimed at ensuring effective and transparent use of financial resources in a scientific, systematic and unbiased way to achieve self-reliance and sustainability.

1.1.1. Objectives

- To establish a system of mobilizing resources from varied sources such as Government, and Non-governmental Agencies, Individuals, and others
- To generate funds by utilizing the potential of human resources (Teachers, Students, Scholars, Administrators, Support Staff) of the Institution.
- To optimally utilize the resources and mobilize funds through the infrastructural facilities (Land Area, Built Up Facilities, Laboratories, Library, Sports Facilities, Meeting Halls) and other centres of the Institution.
- To channelize the funds effectively for further revenue generation by way of interests, dividends and alike.





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- To be a self-sustainable and self-reliant institution in its functioning and be sustainable in future too.

1.2. Revenue Generation Methods and Procedures

Fund Generated from UGC:

Initiatives undertaken by the Management of the College to tap resources for the College:

- a. By extending Institutional consultancy services like:
 - a. Childline
 - b. Indira Gandhi National Open University (IGNOU), New Delhi
- b. By conducting International Extension Courses like:
 - a. Ecology of the Indian Tropics for US student
 - b. United Board for Christian Higher Education in Asia (UBCHEA), Honk Kong
- c. Renting out the Halls/ Hostels/Play Ground during holidays
- d. Rent from the Chinnakadai and West Boulevard Shopping Complexes owned by the Management
- e. Contributions made by the Alumni and well-wishers of Bishop Heber College
- f. Revenue Generated by the Student Services Centre
- g. Sports Academies
- h. Consultancy services and corporate training

1.3. Optimal Utilization of Financial Resources

- The Budget is prepared every financial year and approved by the College General Body





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- The College fees and other fees are collected via online to avoid huge cash maintenance and for ensuring transparency
- Enhancement in the fee structure, if any, is presented to the College General Body for approval
- Generally, payments are made by Cheque, RTGS or Draft only. For minor expenditures cash transaction is entertained
- Payments are made only after receiving the goods. In the case of laboratory equipment, payment is released only after the Department acknowledges that it has been installed and is in working condition
- Every department is given a development grant to procure books/equipments.
- Any advance taken by a faculty member is to be settled by him /her before applying for the next
- Bills and vouchers are subjected to scrutiny
- The following is the procurement process before placing the order:
 - A minimum of three quotations are to be furnished
 - If the cost is more than ₹ 50,000/-, then a Purchase Committee consisting of the Principal, the Bursar, the HOD, and a Member or Expert from another Department is constituted

The Following Procedure is adopted with regard to Building Contracts:

- The Proposed cost of a building is prepared by the station project engineer
- Tender notice of 15 days duration is advertised in a popular daily
- The tender proposals from applicants are received in sealed covers
- The Building and property Committee is invited to scrutinize the applications and prepare the list of eligible contractors based on their proposed investment outlay





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- The applicant quoting the lowest estimate will be given priority based on the merit of his/her previous execution of projects
- Earnest money deposit is received at the outset. Further payment is made after 75% of the work is completed/certified.

Mechanism for Internal and External Audits

- A qualified fulltime Chartered Accountant is employed by the College to deal with financial accounting and reporting, maintaining the financial aspects of the College.
- All accounts are audited by a statutory auditor, every financial year
- The external audits on all government accounts are done by the officers from the Joint Director of Collegiate Education (every year) and the Auditor General (every five years).




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