

Resource Mobilization Policy

Introduction

Infrastructure plays an important role in education sector which is an integral component of the operation of any institution. Creation of Infrastructure calls for huge resources. Poor or inadequate resource mobilization in an institutions results in a large number of critical problems including inadequate qualified academic staff, inadequate and inferior Infrastructures, irrelevant/outdated facilities, lack of required technology, etc. In a socio-economic country like India, where education has been presumed to be a social service and Technical Education Institutes are overly regulated in terms of fixation of fee, it is very critical to have a well-defined policy for Resources Mobilization.

Objective

- Understand the current funding landscape, resource availability and commitment from stakeholders and agencies.
- To Identify and analyse the resources available from various sources and deploy the same efficiently using budget control mechanism for programme priorities, policies, research, infrastructure upgradation, etc.
- To focus on achieving the goals and target of the institution ensuring accountability and transparency.
- Diversify and expand resource base in supporting the achievement of the strategic plans, goals and overall growth.
- Maximize internal revenue generation.

Scope

The term 'Resource mobilization' has come to replace the most traditional and narrow term 'Funding', Where 'Resource' refers not only to funds, but also to other types of resources like human resource, Good & Services, etc. Similarly, the term 'Resource Partner' replaces 'donor', where 'Partner' emphasizes the value of equal partnership/strategic alliance between resource provider and implementer. Resources covered by this policy are Financial Resources: Govt aid, Grants for statutory/non-statutory organisation, Fee collection from students, Internal revenue generations, Donations & Load from financial institutes.

Human Resources: HR recruited by the Institute on Permanent or Contract basis, Visiting/Adjunct HR, HR from Industries/Corporates, Volunteers, Interns, etc.

Goods & Service: Computers, Lab equipment, vehicles, Office/Instructional space, Communication facility, Training or Advisory services, Sponsorship, etc.

Policy

- While tuition and other fees from students of ATMECE constitute the core component of the resources mobilised, it is prudent that ATMECE adopts objective and transparent methodology in fixation of fee structure that is coherent vision of Institute. In doing so the all the regulation of the various monitoring authorities shall be adhered to.

- ATMECE shall identify platforms and opportunities for getting grants from various governmental agencies and working in the direction of making institute eligible for optimum level of these grants.
- ATMECE shall Identify opportunities for getting grants from various Non-governmental agencies including fund-giving organizations, corporations and individuals including philanthropists and Alumni, and working in the direction of entering into suitable agreements and MoUs, so as to mobilize optimum level of grants from these sources without defying the basic objectives of Institute.
- ATMECE shall build good rapport Non-governmental agencies including philanthropists and Alumni by adopting a sound PR practices with these sources. Simultaneously, ATMECE shall focus on building a transparent and objective process of fund raising and its expenditure.
- ATMECE shall work towards building its relationship with its students, as today's student will be tomorrow's alumni, who can be a considerable source of financial, physical and human resources. Further, Institute shall also attempt to cultivate a culture which can inculcate amongst its students a mindset of contributing to their alma-mater in the future days.
- ATMECE shall attempt adopt a strong Industry-Institute Interaction programme to develop a sustained relationship with corporates by providing them opportunities to meet their Corporate Social Responsibilities (CSR) thereby opening up new avenues for mobilizing resources. Simultaneously, the university will assist the corporates in assessing their human resource needs in time ahead and will accordingly attempt to incorporate relevant changes in course curriculum of various programs offered by it.
- It shall be the part of strategic resource mobilization plan of university to create an effective database of its scholars and alumni.
- The annual budgeting of the Institute activities shall be planned in a way to create a sufficient room for meeting its infrastructural and physical developmental needs along with meeting its regular operating needs.
- ATMECE shall focus on Sponsored Projects, Research grants and Consultancy opportunities of the Government, Governmental agencies and Private organisations to meet the physical and infrastructural resource requirements of the Institute.
- Idle laboratories slots shall be put to use for Certificate courses, beyond syllabus activities, Innovation activities, Research activities, conducting Online Exams, etc., to generate additional revenue.
- Endowment funds encouraged in order to support/recognize meritorious candidates by gold medals and cash prizes.
- Mobilisation of Corpus Fund to award merit cum means scholarships to students out of the interest earned.

Optimum utilization of resources

- Depositing funds collected through various sources at centralized level and permitting their utilization by means of strict Budgetary control, Audit process and within laid down restrictions.
- Sharing of available physical and infrastructural resources among all the departments. ATMECE shall formulate an Infrastructure Utilization Policy in this regard.

- Deputing various academic and non-academic human resource at various departments and administrative offices of the Institute as per changing needs and structure of Institute.
- Resource mobilization task in any non-profit organization like ATMECE requires a sense of belongingness and commitment coupled with passion amongst all its stakeholders.

Institutional Resource monitoring mechanism:

- There shall be a suitable institutional mechanism to monitor effective and efficient use of the resources.
- There shall be a standing committee called Finance Committee to assist the Governing Council to control & overview the Institutes financial resources.
- ATMECE shall have a mechanism for both internal and external audit. The institutional accounts are regularly audited by both internal and external statutory audits.
- The implementation and deviations from the policy shall be monitored at the level of Heads of the Departments, Deans, Registrar, Finance Officers and Principal. All matter of concern shall be brought to the knowledge of Finance Committee and Governing Council for corrective measures if required.

Finance Committee

Finance committee is a standing committee to assist the Governing Council to control & overview the Institutes financial matters. The finance committee is entrusted with protecting and renewing the institution’s resources and assisting the board fulfilling its fiduciary responsibilities.

Objectives: The role of the finance committee is primarily to provide financial oversight for the organization. Typical task areas for small and mid-sized groups include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

Structure & Constitution of the Finance Committee shall be as under:

| FINANCE COMMITTEE | | | |
|--------------------------|-----------------------------|------------------|------------------------|
| Sl. No. | Name | Position | Contact Details |
| 1 | Treasurer (G) | Chairman | |
| 2 | Head of the Institution (G) | Member Secretary | |
| 3 | Dean – Research (L) | Member | |
| 4 | Office Superintendent (L) | Member | |
| 5 | AAO (G) | Member | |
| 6 | Statutory Auditor (G) | Special Invite | |

Meetings: The Member Secretary shall, with the approval of the Chairman of Finance Committee convene the meetings of the Finance Committee at least twice in a year and on such other occasions as may be necessary. Member Secretary shall with the approval of the Finance Committee Chairman prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Roles & Responsibilities: Without prejudice to the generality of functions mentioned, the Roles & Responsibilities of Finance Committee is as under.

- Examine and scrutinize the proposal submitted by various departments in connection with preparation of annual budget of the Institute, finalizing the same and make suggestions, recommendations to the governing council for approval.
- To protect the Institute against illegal, unethical, or incompetent activities by employees & Committees and from conflict of interest.
- To monitor financial dealings engaged in by individuals or groups that the organization deals with, or financial arrangements that may harm the organization.
- Participating in the annual audit and carrying out meticulous pre audit checks.
- To evaluate both the financial operations and the people in charge of it meticulously by preparing a detailed plan of expenditure for day to day activities of the Institute.
- To mobilize resources through banks, donations from society, through funding agencies under various schemes, etc.
- To prepare proposals and interact with the Fee Fixation Committee set up by the State Govt. for fixation of tuition and other fees of the college.