



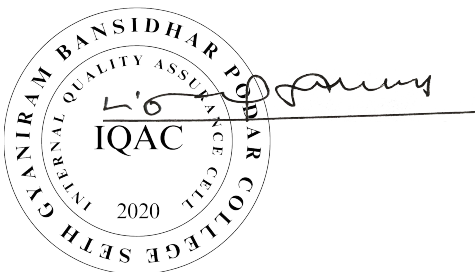
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC

Recognition of *college* under Section 2(f)/12(B), UGC Act, 1956

Affiliated to *Pandit Deendayal* Upadhyaya *Shekhawati University*, Sikar

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources





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Policy and Procedures of Resource Mobilization

Institutional strategies for mobilization of funds and the optimal utilization of resources

Seth Gyaniram Bansidhar Podar College is a self-financed institution, where the funds are generated through the fees paid by the students. Deficit is managed by taking advantage from the parent trust The APT, Nawalgarh. Renting out the College building, Students' hall, for conducting various competitive exams like University examination, RPSC Exams, Bank Exams etc.

Research and laboratory development.

The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.

Institutional budget is prepared by Accounts department every year taking into consideration of recurring and non-recurring expenditures.

Accordingly, all the administrative and academic heads are requested to submit the budget required for the subsequent financial year. Along with this all coordinators of different cells viz., R&D Cell, Exam Cell, NSS Cell and NCC etc. are instructed to submit their budget to

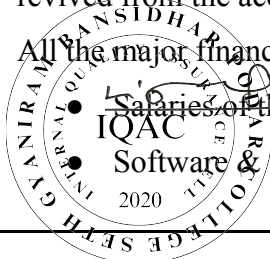
Account office.

All the major financial decisions are taken by the Executive Director and Accounts department with Management of college. As and when urgent requirements arise it is given after being sanctioned and revived from the accounts office.

All the major financial transactions are analyzed and verified under following sections:

• Salaries of the staff.

• Software & Internet charges



Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu – 333042

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Web Site: www.podarcollege.com E-Mail: principal@podarcollege.com



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- Library Books / Journals
- Repair & maintenance
- Printing & stationery
- Equipment & Consumables
- Furniture & Fixtures
- Events, Training and Placement facilities, Guest Lectures, Workshops, Seminars, Industrial Visits, International/National Conferences, FDPs, Management Programmes and subsidized transport for the entire course as per the recommendations of the HOD's based on the curriculum requirement.
- NCC
- NSS
- Bharat Scout Guide
- Sports facilities

1. Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.

2. After final approval of the budget the purchasing process is initiated by the purchase committee which includes all heads of departments and account officers, accordingly the quotations called and after the negotiations purchase order are placed.

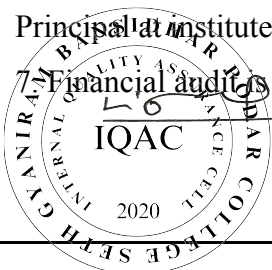
3. The payment is released after delivery of the respective goods; it is done as per the terms and conditions mentioned in Purchase order.

4. All transactions have transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized persons operate the transaction through the bank.

5. Each faculty member ensures that suitable equipment/machinery with correct specification is purchased.

6. The entire process of the procurement of the material is monitored by the Purchase committee and Principal at institute level then the finance department at corporate office level.

7. Financial audit is conducted by a chartered accountant every financial year to verify the compliance.



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