The Autonomous & Heritage Institution

KANYA MAHA VIDYALAYA, JALANDHAR

College with Potential for Excellence
Re-Accredited A (score 3.56) by UGC-NAAC
Star Status by DBT
4 Stars to KMV IIC by MIC, Government of India
CURIE & FIST Grant (Phase II) Awarded by DST

Resource Mobilization

Resource Mobilization Policy

Kanya Maha Vidyalaya has a clear and well-planned financial management structure, with the Government and Management providing the majority of funding. The resource mobilisation policy focuses on attaining the institution's goals and targets while maintaining accountability and transparency. The Governing Body, financial committee and management oversees and monitors the best use of finances for the advancement of a learner-centric ecosystem.

- The Institution is a non-profit organisation that is centrally controlled and has honorary governing body and management members to ensure that the cash generated is utilised wisely inside the institution.
- The managed funds are handled by a financial advising group. The college's Planning and evaluation, UGC autonomy coordinator, UGC DDU KAUSHAL Director, DBT Star college coordinator and DST-FIST coordinator and other nodal officers of various schemes are in charge of government financing. They put up proposal for funding and utilization of funds approved by their advisory groups and execute it with permission of Principal.
- When new programmes and centres are developed, funds are allocated to fulfil the institution's infrastructure needs.
- Seminars/workshops/expert talks/ departmental activities/Faculty Development programmes receive financial support from the management or Govt grant .
- Students' extracurricular activities are prioritised, and adequate funding is supplied for sports and cultural activities.
- Management-appointed personnel are eligible for provident fund (PF) and employee state insurance (ESI) and other benefits.
- The institution's financial resources are as follows:
    - Tuition fee
    - Hostel Fee
    - Government funds-UGC/DST/Grant-in-Aid of Government
    - Grants from people, philanthropist
    - College Development Fund
    - Alumni Contribution

• Utilization of finances is prepared and submitted to their relevant government departments.

Funds Mobilization:

- The following general outlines is component of Resource Mobilization Plan that is reflected in annual budget.

Sr. No.	Accounts Head	Type of Expenditure
1.	Research Promotion	a) All money sanctioned for seed money projects. b) Research awards amount. c) Any equipment purchased for research purpose. d) Any stationery item for research e) Travel for research f) Any fund sanctioned for paper presentations etc. g) AC electricity bills for research labs h) Honorarium to research persons if any workshop/lecture is conducted on Research methodology, IPR, Entrepreneurship or any extension lecture i) Amount spent on any research publication by college. j) Amount spent by college on conferences/ symposium for seminars. k) Amount spent on Journals
2.	Infrastructure Development & Budget	a) Any building/Room Construction b) New Furniture c) New Electric work d) ICT based Infrastructure/ Projector/ Computers/ Laptops /UPS/ Printers/ Camera etc, e) Hiring: Software purchase/ any automation hiring or wifi / broadband/ Telephone facility, f) Hostel Facility new construction or purchase g) Library expenditure h) Any vehicle purchase i) Scientific Equipment j) Purchase of books k) Sports facilities
3.	Maintenance (A)Academic Facilities (B) Physical Facilities	**Academic Facilities:** • Amount spent on renovation of class rooms, labs • Any repair of equipment, computer/printer /camera etc. • Software renewal, • Any annual maintenance charges of equipment

		• Toner refilling etc. • Books Restoring in library • Chemicals/stationary/specimen • All expenditure in Examination branch **Physical Facilities:** • Electrical repair/ furniture/Buses repair • Bus permits, Insurance, diesel • health club maintenance Expenditure • Sports facilities maintenance etc.
4.	Alumni Contribution Fund	a) Amount contributed by alumni b) FDs by alumni for scholarship/ Concession c) For Library for any other purpose d) Amount spent on holding alumni meet and also Advertisement.
5.	Staff welfare	a) Membership fee of **profession bodies** b) Uniform for non-teaching, fee waiver c) Awards/ Honours during Saraswati Poojas & Amar Jyoti d) Loans e) EPF, ESI (Employer's contribution) f) Group Insurance g) Medical loan/support h) Amount spent on farewell function i) Amount spent on any teachers/ non-teaching training programs, Honorarium.
6.	Student Supports Scholarship/ Concession	**Government agencies** **Non-Government agencies (Private Donors)** **Institution**
7.	Student Support	Any amount spent on capacity & Skill enhancement activities, Yoga Instructor, Health club Instructor/ IELTS/ Spoken English/ French Teacher, health club infrastructure. Any placement for Career counselling/ Personality Development including stay and food, Defence classes. Medial facility in hostel etc.
8.	Green Initiatives	

Process to be followed to ensure accountability and Transparency in purchase:

Non recurring: Purchase: First of all demand is put up by head of department pertaining to certain purchase which enclose estimated cost of equipment to be purchased along with possible suppliers. The other details like immediate requirement or time limits for supply are also specified. Then demand is approved by committee in form of sanction letter which is endorsed by Principal. This is followed by call for quotations from different vendors and after obtaining quotations a comparative chart is drawn. Then purchase order is sent to vendor which meet conditions for supply along with minimum cost. On receipt of equipment stock and gate entry is made by receiving department and end user certificate is issued which pertain that end user is satisfied with functioning. All purchase is done as per guidelines of GFR of ministry of finance.

Recurring: The requirement of conducting certain activities like extension lectures, workshops, training, hiring, consumable etc. is discussed in planning and evaluation committee meeting or advisory committee if this falls under specific grant. Then expenditure is done on above stated heads as per need. Then complete expenditure is discussed in next meeting along with details of activities performed.

Sample Documents are given below:-

Demand for Purchase of ----------

Department of ……. requires the following item. under ……..grant.

Sr. No.	Item	Quantity
1.		

It is certified that the items projected for purchase is minimum inescapable, so we request to procure the items from following vendors in Jalandhar:

1.

2.

3.

Delivery Period : immediately/time period

Estimated cost per item

Sr. No.	Item	Quantity	Estimated Cost per item (Rs.)
1.			

Signature
(s) (Approved by Principal)

Recommended to Purchase Committee of _____

Sanction Certificate

Purchase of …… for Department of ……

A demand has been received from Department of …….. for the following item under …….grant.

Sr. No.	Item	Quantity
1.		

The budgetary quote for the same as provided by the User department is approximately Rs. ……. The probable supplier for the above item as provided by the user is as under.

1.
2.
3

The demand is urgent/time bound . The delivery date is within ……days of receipt of PO. The inspection will be done by the User based on their requirement/specifications.
The proposal for floating limited tender enquiry to probable supplier including registered supplier is placed opposite in the file for perusal, approval and sanction may be accorded.

Purchase Committee

Principal

……
…….
…….

Dear Sir,
Please provide us your sealed quotation with best possible rates for the supply of following item:

Sr. No.	Item	Quantity

For any other detail, the interested company/ supplier can contact the office of undersigned or members of the purchase committee.

The Sealed Quotation for the above said should reach the office of undersigned by …….. by ……Am/Pm.

Thanking You

Purchase Committee:

(Principal)

Kanya Maha Vidyalaya, Jalandhar
Comparative Chart for purchase of …… under
……. grant.

Sr. No.	Item	Required Quantity	Rate per unit(Rs.) (Including GST etc.)		
			Supplier 1	Supplier 2	Supplier 3
1.					
		Total			

Recommendations of Purchase Committee

Rates quoted by …….. are minimum for the Purchase of …….. with the given specifications. So committee recommends these items to be purchased from ……

Sr. No.	Specification of Item	Rate approved per Item (Rs.)	Required Quantity	Total Amount in Rs.
1.				
			GST 18 %	
			Grand Total	

Purchase Committee:

(Principal)

……..
……..
……

Subject: **Purchase order of ……**

Dear Sir,

I am pleased to inform you that rates quoted by your company for purchase of following item have been approved so kindly supply the listed items by ……...

Sr. No.	Specification of Item	Rate approved per Item (Rs.)	Required Quantity	Total Amount
1.				
			GST 18 %	
			Grand Total	

Terms and Conditions:

1. Delivery date as per PO.
2. Payment will be made after receipt of equipment.

Purchase Committee:

(Principal)

End User Certificate

It is certified that the following item have been received in good and acceptable condition and conforming to the requirement as projected through the demand.

Sr. No.	Item	Quantity
1.		

(Principal)

Purchase of ……

This case pertains to Purchase of …… for the Department of …….:

Sr. No.	Item	Quantity
1.		

The demand received from above department is at Page No: 01. The total budgetary quote is approximately Rs……..-. Accordingly the purchase was carried out as per GFR 2017 Rule ……., (Page no. …..). Sanction letter is at Page No. ….. Tender/quotations was floated to the registered suppliers. The Comparative Chart is placed at Page No: ……. Accordingly a Purchase Order to the lowest Tender M/s. ……for Rs…… (Including GST 18%) as recommended by the purchase committee and approved by the Principal is placed at Page No: …….. Item has been received by the user and the End User Certificate is placed at Page No: ……. This has been procured for …….grant.

Submitted for perusal and approved, please.

Principal