

05 | RESOURCE MOBILISATION POLICY

RESOURCE MOBILISATION POLICY

The institution shall have transparent and well-planned financial management system in which the main source of funds comes from the Management. Montfort College functions under the aegis of the Montfort College Society which has been registered as an Educational and Charitable Society in 1984 under the Karnataka Societies Registration Act 1960. The Provincial Superior is the Chairman of the Governing Body of the Society, and is assisted by the Secretary, Treasurer and other elected members who are responsible for the administration and financial management of the Society. The Family Counselling Centre and Students' Hostel also function under the Montfort College Society.

The Policy Statement : The Resource mobilization policy of Montfort College focuses on achieving the goals and target of the institution ensuring accountability and transparency. The policy shall aim at identification of resources, and an effective relationship management with the resource providers and monitoring the optimal utilisation of the funds for the promotion of a learner centric ecosystem.

Objectives of the Policy : The primary objective shall ensure that there is a clear, systematic, and well-coordinated approach to mobilization and management of resources.

- Identification and analysis of the resources available for the various programmes, policies, research, infrastructure upgradation and maintenance in addition to efficient budget allocation.
- Diversification and expansion of the resource base of the institution to support the achievement of strategic plans, goals and overall growth of the institution.

Scope of the Policy

The scope of the Resource Mobilization policy shall include mobilization of resources and its prudent allocation and use for achieving the Mission of the Institution.

Resource Mobilization

- Financial Resources: Funds received vide fees, donations, scholarships, consultancy etc.

- Material Resources: It includes equipment, books, periodicals, journals that are donated.
- Physical Resources: Income generated from land and buildings.
- Human Resources: Teaching, administrative, field staff, and alumni.

Resource Allocation and Utilization

- Ensuring the optimum allocation of resources as per the need of the Institution.
- Maintenance of records of all monetary resources as per legal and UGC mandates, either electronically or manually.
- Establishing a procedure for all the non-monetary resource mobilization of the college.
- Ensuring the effective utilization of resources for teaching, learning and training.

Implementation of the Policy through various Sources of Resource Mobilization

Financial Resources:

- The major source of receipt shall be the student's educational fees under various heads of accounts. For the post graduate courses affiliated to the Bengaluru North University fifty percent of the seats shall be allocated under the management quota and the remaining fifty percent shall be filled by the University, wherein the students pay fees as per the University regulations.
- For undergraduate programs affiliated to the Bengaluru North University allocation of seats between the management and university shall be as per the matrix laid down by the university from time to time.
- Fees earned every year by conducting Certificate programmes in Counselling and Psychology.
- Research grants received from the Parent Society, UGC, ICSSR, Government Departments, Corporates etc.
- Scholarship funds from the Parent Society - Montfort Brothers of St.Gabriel, Government for Minority, SC/ST and private Scholarships.
- Funds shall be provided by the Management to meet the infrastructure requirement of the college while starting new programmes and centres.
- To augment resources through consultancy opportunities on a commercial basis, by extending services to the corporate, educational and services sector and to society in general.
- Grants received from the Karnataka State Government by the Family Counselling Centre.
- Interest from investment made by the Management.
- Contributions from Alumni Association.
- Rental received from use of the infrastructure – auditorium, seminar halls, building etc. for education related activities.
- Rental received from hiring out the canteen and surrounding premises for small social functions.
- Income generated from selling produce from the garden.
- Hostel fees.

Material Resources

- The college shall regularly receive donation of text books, and other books related to psychology, spirituality and general topics from staff, ex-students, and Brothers from the community. Through the good offices of the Montfort Brothers of St Gabriel, a large number of books relating to Psychology were received as a donation from the Ontario Institute of Studies in Education of the University of Toronto.
- The E-Resources shall be maintained with the primary objective of implementing E-governance in various interactions and services of the institution. The E-Governance resources of the college shall help in achieving efficiency in all operations in an integrated manner. This ensures transparency, clarity, and efficiency in Teaching-learning, Examinations, Finance-accounting, Library, Admissions and general Administration.
- The Library Resources- both books and e-content resources shall be upgraded and updated annually.

Physical Resources

- The college occupies an area of 1.83 acres in a well-lit and aesthetically constructed building. This has been donated to them by The Institute of the Brothers of St Gabriel, which is the Parent Society.
- In addition Montfort College shall make use of the basketball, badminton courts etc as well as the use of biogas facilities owned by the parent society-The Institute of the Brothers of St. Gabriel.
- Allied College Resources refer to the physical resources such as all furniture including class room furniture, office equipment, electrical, electronic & security equipment.
- Monitoring, maintaining and reconciling such resources are the main responsibility of the Administrator of the college. Plans are formulated and executed every academic year.

Human Resources

- The workload of all teaching faculty and their recruitment shall be as per the service rules of the college.
- The administrative and housekeeping staff shall be recruited as per requirement.
- Alumni members shall contribute not only monetarily, but are also invited to take guest lectures or conduct workshops to enrich the learning environment in the college.
- Many Alumni members shall offer counselling as well as supervision to post graduate counselling psychology students at a reduced cost.

Resource Allocation and Utilization

The Institution is managed by Montfort College Society, which comprises of honorary governing body members. The Governing Body ensures that the income generated is spent optimally for the various organizations that come under its purview. The Resource mobilization policy shall focus on achieving the mission and goals of the institution while ensuring accountability and transparency.

The Governing Body of the Montfort College Society shall ensure that all the accounts are maintained systematically and audited internally as well as externally. Transparency and accountability shall be

ensured by conducting bi-annual and annual audits of the financial statements. The Annual Budget shall be prepared wherein financial resources are allocated as per the requirement of the institution. After review and modifications if necessary, the annual budget shall be sanctioned by the Governing Body. At the end of every financial year the annual financial statements and relevant reports shall be prepared and audited. The Management shall appoint certified and experienced Chartered Accountants to ensure the practice of statutory financial administration procedures and to audit the books of accounts. The audited financial statements shall then be presented to the Governing Body for review and approval. This procedure shall ensure the transparent, fair and optimal utilization of the financial resources.

Resource Utilization Strategies Employed:

- Government funds received for scholarships, research grants etc shall be optimally used for sanctioned purpose.
- Funds provided by the management for scholarships, research grants, starting programs and centres shall be utilized as per the permission received.
- The funds provided by the Management shall be wisely allocated and used for Seminars, Workshops, Guest lectures, activities of the Student Associations, Faculty Development programmes, extracurricular activities of the students such as Sports and Cultural activities etc.
- The grant received to run the Family Counselling Centre is insufficient and the Management shall compensate the deficiency.
- The hostel fee shall be mainly used for meeting the day-to-day expenses and maintenance of the hostel.
- The finances allocated by the Management for scholarships shall be distributed among deserving students as per the guidelines and procedures laid down.
- Research Grants from UGC, ICSSR, Government Departments, Management, Corporates etc. shall be distributed to the concerned staff members. It shall ensure that progress reports and expenses are audited on a regular basis.
- Effective utilization of time shall undertaken by spreading the academic, and extracurricular activities over the number of working days stipulated by the University in each semester, and subsequently drawing the Calendar of events for both the even and odd semesters.
- All teaching faculty members shall be allocated workload/ number of teaching hours per week as per service rules of the institution.
- Space shall be utilized fully and imaginatively. A small fruit garden shall provide an ambient environment for informal meetings, discussions, student interactions and dining space.
- The seminar halls and AV rooms shall be used as lecture halls too.
- There shall be space for both students and staff to park their vehicles inside the premises.
- The college building shall be constructed with an open central courtyard, which not only provides an abundance of natural light, but also contributes to making the space feel free, large and open. This space shall be used for small group discussions, exhibitions put up by students as part of their course work, a venue for extracurricular activities, and even some of the functions organized by the college.
- The rooftop Solar Photo-voltaic grid-connected energy system and the Rainwater harvesting system shall use open terraces effectively.