



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**

Autonomous

Siddhartha Nagar, Vijayawada-520010

Re-accredited at 'A+' by the NAAC

INTERNAL QUALITY ASSURANCE CELL

Policy Name:	Resource Mobilization and optimal utilization of Resources
Originating/Responsible Department:	Finance Committee
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Policy for Resource Mobilisation and optimal utilisation of Resources

Table of Content

1. Preamble	3
2. The Policy Statement	3
3. The Objective of the Policy	3
4. Planning Process	4
5. Values	5
6. Core Values	5
7. Workplace Values	6
8. The Policy Parameters	9
9. Income & Expenditure Statements	11



Preamble

Parvathaneni Brahmayya Siddhartha College of Arts and Science, Vijayawada, herein called PBSCAS, an autonomous college, is committed to celebrating, supporting diversity by helping all of its students to reach their full potential. The concept of autonomous colleges provides freedom in areas of curricular design, innovative teaching & learning methods, research & extension activities including other academic activities like excursions, fieldwork, internal innovative examinations and valuation-making each autonomous college fully accountable for content, quality of education it imparts. All these activities require massive resource mobilization to meet the increased enrolments of students and related increased faculty recruitment year to year. As the Institution supports an extensive supportive environment for faculty, staff, students, and other members of the Institution community, there exists a Comprehensive Resource Mobilization Policy for all PBSCAS's community members.

The Policy Statement

The policy supports the achievement of strategic plans of the Institution by due process of analyses and identification of resources required for all programs, prioritize the requirements, allocation of the resources by understanding the current resources landscape, availability and support commitments. It also entails effective relationship management with the resources providers, the skills, knowledge and capacity for proper use of resources.

The institution seeks to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares reports and submits proposals to the relevant authorities. It welcomes donations, memorial prizes from staff members, alumnae and philanthropists towards the prize poor student's scholarships. It engages with its alumnae and other stakeholders in exploring revenue-generation avenues. All government and non-government financial grants are utilized fully keeping in mind the best interests of the Stakeholders.

The Objective of the Policy

- The primary objective is to ensure that there is a clear, systematic, predictable and well-coordinated approach to mobilization of resources.
- To encourage and enhance the flow of resources coming into the Institution for its development;



- To solicit & acquire resources by participation/contribution of society in their development.

Academic excellence occupies highest priority in the institution. It has 18 teaching departments which offer under-graduate and post-graduate programmes.

Research is an integral part of academic performance. PBSCAS has a well-defined research policy to foster excellence in research. It provides and nurture research environment for promoting high quality original research. All the departments are actively engaged in research in thrust areas, publish in national and international peer reviewed publications, undertake sponsored research projects and have collaborations with organizations of international repute.

Holistic development of the students is done in a well-planned manner. The college mentors the students through Career Counseling and Opportunities Guidance cell, Equal Opportunity Cell, and National Service Scheme Units, NCC wings etc.,. They mentor to develop professional competitiveness as well as ethics, human values, sense of social responsibility and environment consciousness.

The College lays great emphasis on infrastructure and learning resources by providing physical and IT infrastructure, good departmental and Central Library resources, e-journals, databases, seminar and conference halls, auditorium, multimedia theatres. It has excellent campus with network facility, classrooms with ICT enabled learning facilities, Live Video Multicasting Unit, FM Radio Station etc.,.

Sustainability is an area of important concern for this college. The campuses have approximately 60% green area. The college is responsibly dedicated to spread awareness towards energy conservation, use of renewable energy and decreasing dependence on conventional uses of energy resources and environment. It has formulated “Green Policy” and has also developed a “Green Calendar” identifying environment-significant days.

Planning Process

The college has reaffirmed its pursuit of excellence by redefining its Values, Vision, Mission, Objectives and Strategic plan. The college is composed of a plurality of voices, each important and compelling, yet we must finally share common goal and aspiration. Considering this in mind for collective wisdom, a task group of faculty members had taken up this unique ground level exercise of drafting, developing and documenting the futuristic academic architecture of the college in the form of *Vision Document and Strategic Plan*



of the College. It is a result of active consultation with experts, deans, heads of different departments, officers, faculties, students and other stakeholders. The brainstorming sessions of this task group along with the stakeholders had made a unflinching plea to identify thrust areas for the College, besides working on its global perspective outlook for the next ten years. The present document not only sets out goals of the college but also brings out the details of our focused efforts in the well-defined areas of performance. This document, in part, will equip functionaries and beneficiaries of organization to answer to the question: What are the aspirations of the college and how these will be achieved?

Values

The commitment of the college to its vision and mission is reflected by value based conduct and behavior of faculty, staff and students in all areas of performance. Values serve as the guiding philosophy in all walks of College life. Following values have been imbibed by the College in all the activities:

Core Values

Core values are fundamental and universal in nature that act as invisible force guiding thought processes, conduct and behavior of faculty, staff and students. They are:

1. **Trusteeship**-Acting as a custodian or trustee while discharging responsibilities, exerting power and authority, utilizing resources for the welfare of stakeholders.
2. **Integrity**-Practicing duties in a truthful and justifiable manner, displayed through righteous conduct in all accomplishments.
3. **Excellence**-Continuously delivering outstanding quality in all areas of performances by fostering intellectual growth.
4. **Equality**-Involving all cross-sections of society by providing equal opportunity to all in pursuit of higher education, job and other activities.
5. **Respect**-Being respectful to the organization, job its functionaries and beneficiaries and while dealing with other people.
6. **Sustainability**-Having concern for nature, environment and resource utilization for long lasting, safe and better future.



7. **Innovation**-Having an unending quest for discovering new ideas in all areas of performance, enriched by diversity in thoughts, actions and leadership.

Work Place Values:

Work place values act as a set of guiding principles describing general code of conduct for moral and ethical behavior of faculty, staff and students in all endeavors.

1. **Accountability:** Being responsible and answerable for all accomplishments.
2. **Transparency:** Visibility and accessibility of information and practices to all concerned.
3. **Discipline:** Being sincere, regular, punctual and rule abiding.
4. **Just:** Being honest, fair and righteous, guided by conscience and wisdom
5. **Perseverance:** Putting continuous and sincere efforts to achieve targets despite all challenges
6. **Competence:** Acquiring knowledge and skills for doing things efficiently and successfully.
7. **Empathy:** Being humane and treating each individual with dignity and respect
8. **Teamwork:** Working together to achieve a common goal in *all ebbs and tides*.
9. **Conservation:** Optimal utilization of resources and energy so as to reduce, reuse, recreate, rethink and recycle entire in best the possible way.

PBSCAS as per the provisions of the Autonomous Colleges provide, powers and functions of the Finance Committee to recommend all financial matters to Board of Management. The Board of Management shall be the principal organ of management and the apex executive body of the institution, with powers to make rules and shall be the final decision making body in respect of every matter including academic, administrative, personnel, financial, development matters of institution.



The source of resources of PBSCAS can be seen as follows:

1. FEES FROM STUDENTS

- The strategies for resource mobilization and the optimum utilization of resources of PBSCAS require special mention that PBSCAS is a self-financing institution. Hence, the fees collected from students for various approved programmes by regulatory bodies and facilities/services acts as the major source of income. The fees from all programs contribute towards the major source of revenue.
- The institution collects the fees recommended by the 'APHER & MC', constituted by Government of AP.
- This committee is empowered to recommend, review and revise the fee structure. The Committee recommends the fee based on the unit cost of education which is prepared taking into consideration the annual recurring and non-recurring expenditures.
- PBSCAS allocates a portion of the student fees for institutional development to facilitate procurement of new instruments and equipment for expansion into newer avenues. This has been done by creating Development Fund.
- PBSCAS encourages all the eligible students entitled for government /institutional/industrial scholarship to apply and receive the scholarships.

2. RESEARCH FUNDING FROM EXTERNAL SOURCES

- PBSCAS encourages the staff and students to mobilize financial resources from national and international funding agencies to carry out individual or collaborative projects.
- PBSCAS has excellent research infra structure available to all researchers. There are many Government of India initiatives in Science & Technology by DST, DBT, ICMR, ICSSR for funding extra mural research projects that contribute to the resource pool of the college through equipment and research fellowship as well as institutional overhead charges.
- MoUs have been signed with other institutions to have external funded projects. These also contribute through equipment and research fellowship as well as institutional overhead charge to PBSCAS.
- PBSCAS has established "Diagnostics Laboratory" for revenue generation through research.



3. CONSULTANCY SERVICES

The faculty members undertake consultancy projects from industries and clinical trials that bring financial resources to PBDCAS and its constituent units. Necessary support of infrastructure has been created and Consultancy Policy has been formed to promote these activities.

4. OTHER SERVICES

- The Autonomous status accorded to the PBSCAS as per the UGC has opened the possibilities of providing its own skill-based Certificate Courses in addition to the approved certificate courses currently being run. Further some of the new courses (Certificate / Fellowship) have been approved by Board of Management for implementation.
- PBSCAS encourages industry as well as academia for Endowment Funds which can be used to provide necessary support and recognition to meritorious students.
- To further the Government of India initiative on start-ups and incubations PBSCAS has set up “Si space”. This will promote in-house as well as external start-ups to be incubated in this facility. This setup is planned to be strengthened to attract funding from industry, Government Agencies and non-governmental organizations which will further bring financial resources.
- Alumni Organisation has been created in the constituent units of the PBSCAS. It is proposed to increase alumni interaction through various events. This will be further strengthened to bring in more financial and other resources.
- PBSCAS and it send endeavour to keep the surplus funds, if any, in fixed deposits with bank to earn interest there on to improve upon available financial resources.
- The trust has availed registration under section 12A and 80G of the Indian Income Tax Act 1961 to utilize the beneficiary provisions contained there in.
- MoU's have been signed with international universities such as for student exchange programs, faculty training on international consultancy assignments, etc., which are expected to contribute to the resources in future.



The Policy Parameters

The strategy for Resource Mobilization and Optimum Utilization of Resources of PBSCAS includes separate sub-strategies on following parameters:

- **Mobilization of Financial Resources**
- **Mobilization of Physical Resources**
- **Mobilization of Human Resources**
- **Optimum Utilization of Resources**

Mobilization of Financial Resources

Mobilization of financial resources basically involves the following steps:

- Identification and implementation of a fee structure that is coherent with the higher education objectives.
- Identification of platforms and opportunities for getting grants from various governmental agencies and working in the direction of making college eligible for optimum level of these grants.
- Identification of platforms and 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 PBSCAS.
- To source in funds from Non-governmental agencies including philanthropists and Alumni, the college shall also adhere to good PR practices with these sources. Simultaneously, the college will also focus upon building a transparent and objective process of fund raising and its expenditure.
- Understanding its deep impact on fund raising activity, it shall be the part of basic premise of fund raising activity of the college to build a good knowledge environment. Simultaneously, the college shall also work upon 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, the college shall also attempt to build a culture which can inculcate amongst its students a mind-set of contributing to their alma-mater in the future days.
- The college shall also attempt to build a rational relationship with corporate by providing them opportunities to meet their Corporate Social Responsibilities (CSRs) as per the existing norms. This, in turn, will open new avenues for fundraising by college. Simultaneously, the college 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 its college teaching departments.

- It shall be the part of strategic resource mobilization plan of the college to create an effective database of its scholars and alumni.

Mobilization of Physical Resources

Mobilization of Physical resources basically involves the following steps:

- The annual budgeting of the college activities shall be planned in a way to create a sufficient room for meeting its infrastructural and developmental needs along with meeting its regular operating needs.
- Looking to the infra structural and physical developmental needs of the college, it shall attempt to identify and materialize such platforms and opportunities that can provide ample financial sources to cater to these needs.
- Projects and research grants of the central and state governmental agencies will be focussed upon to meet the infrastructural resource requirements of the college.
- Time and again, additional avenues in the form of Non-governmental agencies including fund-giving organizations, corporations and individuals including philanthropists and Alumni shall be explored, that can pave the way to infrastructural and physical developmental needs of the college.

Mobilization of Human Resources

Mobilization of Human resources basically involves the following steps:

- The college shall basically focus upon the norms of trust and decisions of its executive council to meet the growing and changing needs of academic and non-academic human resource.
- The college shall also rely up on the entrepreneurial capabilities of its alumni, students, industry and fellow academicians so as to meet the contemporary need of practice/experience oriented education for its scholars.
- Time gap arrangements, as feasible, shall be worked out by the college against positions of academic and non-academic resources available as a result of superannuation of its various employees. Similarly, the same process shall be followed to optimize the human resource team in the light of newly available vacancies.



Optimum Utilization of Resources

Optimum Utilization of resources basically involves the following steps:

- Depositing funds collected through various sources at centralized level and permitting their utilization after due audit process and within laid-down restrictions.
- Sharing among various teaching departments of physical infrastructural resources available with departments and at central level.
- Deputing various academic and non-academic human resources at various teaching departments and administrative offices of the college as per changing needs and structure of the college.

Strategies for optimal utilization:

- Adequate funds are allocated for effective teaching-learning practices that include conduct of FDPs, orientation programs, workshops, inter-disciplinary activities, training programs that ensure quality education.
- Adequate remuneration based on the performance-quotient of the teaching professionals is provided.
- The budget will be utilized to meet day-to-day operational and administrative expenses and maintenance of the fixed assets.
- The grants received from the external funding agencies are effectively utilized in implementation of projects by procuring the suitable equipment. This equipment is further utilized in the established advanced laboratories of the institute. Availability of such equipment has further improved the research interest of the faculty and students.
- Enhancement of library facilities leads to novel learning practices and accordingly requisite funds are utilized for this every year.
- Adequate funds are utilized for development and maintenance of very good infrastructure for the institute.
- Some of the funds are allocated for community service activities as a part of social responsibility.

Income Expenditure Statements:

The institution and departments propose their annual financial plans based on academic planning to the finance committee of the institute to achieve educational purposes and objectives.



Resource Mobilization and Optimal utilization of Resources

- The proposed budget is examined and approved by the finance committee of the college for the academic year.
- The administrative and financial approvals are taken from competent authority i.e. Governing Body as per policy and guidelines.
- The various heads for which budget is prepared and funds allocated are confirmed by the finance committee as per the guidelines of GB
- The Finance committee is responsible for observance of regulations relating to maintenance of accounts of income and expenditure and considers any other matter referred by the executive council of the institution.

Resource mobilization in any organization like a self-finance organization requires a sense of belongingness and commitment coupled with passion amongst all its stakeholders.

Finance Committee
Coordinator

Principal