



GURU NANAK KHALSA COLLEGE FOR WOMEN
Gujarkhan Campus, Model Town, Ludhiana
Affiliated to Panjab University, Chandigarh

Policy & Procedures for Mobilization of Funds

GURU NANAK KHALSA COLLEGE FOR WOMEN
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Disclaimer

'Policy for Mobilization of Funds and Optimal Utilization of Resources' is not a legal document. It has been prepared for the reference of the Teaching and Non-Teaching staff regarding Resource Mobilization and its optimal utilization. The College- Guru Nanak Khalsa College For Women, Ludhiana – reserves the right to bring the required changes in the stated policy. Every effort has been made to avoid errors or omissions in this policy. If any error or omissions may have crept in inadvertently, it will be corrected if brought to notice.

Policy and Procedures for Mobilization of Funds:

Resource mobilization and sound financial management are essential for every institution. The resource mobilization policy helps in ensuring the timely availability and making better use of existing resources for the growth and sustenance of the institution. The Resource mobilization policy of Guru Nanak Khalsa College for Women focuses on achieving the goals of the institution ensuring accountability and transparency. It follows a well-planned process for the mobilization of funds and resource. The funds are raised through various sources and periodical audits are conducted to verify the proper utilization of funds.

The College ensures that the infrastructure supports and enhances the teaching-learning ambience on the campus and makes efforts for maintenance and upkeep of the infrastructure, facilities and equipments by implementing procedures and mechanisms like stock taking at the end of every academic session. Various committees like Infrastructure Maintenance and Development committee, Purchase committee etc. monitor the maintenance and upgradation of infrastructure like Computer labs, Library, Home Science lab, Music Rooms, Sports etc.

The College Governing body monitors the optimum utilisation of the funds for the smooth functioning of the institution.

Sources of funds

- The College mobilizes and secures funding through the following sources:
- Deficit Grant-in Aid from Punjab Government- (95%-75% Share)
- College Fee and Hostel Fee
- Scholarships (Directly paid to the students)
- Sale of College Prospectus

Savings of funds

The institution also saves its resources by following the sustainable practices such as:

- Production of manure to be used in college lawns and green spaces
- In order to conserve energy the heavy watt Tube light and bulbs are replaced with New Led lights and old ceiling fans are replaced by BLDC ceiling fans.
- Separating capacitors in the electrical meter room in order to monitor the meter readings more efficiently and to reduce the utilization of energy.


- The college arranges servicing for air conditioner on regular basis. All the parts are cleaned and washed so that less power is consumed.
- New electricity fittings are done for the computers added in the OMSP Lab and maintenance of defective wires and switches in the Office Management and Secretarial Practices (OMSP) lab with an aim to conserve energy.
- In order to conserve energy and mend faulty connections, maintenance of defective wires and switches in electricity repair work is carried out on a regular basis.
- Maintenance of sewing machines, used in Fashion Designing lab, is done in order to check the wastage of energy. All the Sewing machines are cleaned, oiled and minor repairs are done wherever required.
- Maintenance of power generator of the college is done on a regular basis in which the generator is cleaned, and its oil and filters are changed so as to check the wastage of energy.

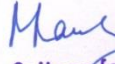
Utilization of Resources- Procedure

For the future planning and growth of the institution, the College prepared '**Proposed Annual Budget**' for the session (2022 -23) under the leadership of College Principal Dr. Maneeta Kahlon. Mrs. Maninder Kaur (Bursar), Mrs. Manmeet Kaur(Finance officer) of the College along with CA Gurbir Singh prepared and presented it to the college governing body consisting of Gen Secretary Er. Gurvinder Singh and Mr. Jaswinder Singh. It was prepared as per the requirements of NAAC and focused on seven major areas.

Various clubs/Committees/ associations of the college are consulted and their financial requirements for the planned events/projects/ activities for the next financial year are sought.

The Budget is approved by the College Governing Body and then it is executed in the relevant financial year. Specific proposals for the utilization of funds are submitted by various clubs/Committees/ associations and are finally sanctioned by the Authority/Principal.


Dr. Maneeta Kahlon
 Principal
 G N Kh College for Women
 Model Town, LUDHIANA


BURSAR
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 Mrs. Maninder Kaur
 Head & Associate Prof.
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