P O L I C Y

FOR

MOBILIZATION OF FUNDS AND OPTIMUM UTILIZATION OF RESOURCES

The Sinhgad Institutes Shrimati Kashibai Navale College of Architecture is a self-financing Institution. Main source of funding are fees from the Students and receipts of other Government an non-Government institutes. Funding from financial institute/banks in the form of working capital/term loan are other sources to take care of its short term deficits. Corpus donation and funding from sponsoring body are used for various Social and Cultural events organized by the Institute. In the case of research grants received, a separate ledger account is opened for each project to facilitate close monitoring and utilization of funds.

Sinhgad College of Architecture follows reviewing the Institute's funding pattern, providing guidelines and strategies for mobilizing resources to support the implementation of the Institute's strategic plan, with fulfilment of its vision and mission. The strategy makes a vital link between external funding challenges and the continued internal improvements necessary to achieve the objectives. The Institute endeavour for optimization of receipts and utilization of resources on the concept of Value for Money. All over efforts are made for optimization of available resources and utilization of fund/resources to be made only after proper evaluation of its requirements and as per approval from designated authority by following the due procedures.

The college prepares the budget of estimated income and expenditure in the beginning of the academic year and the same is approved by the Institute's Managing Committee. Once the budget is approved, the college carries out the various expenditure by following the set procedure. To ensure proper and optimum use of the resources a strict budgetary control on expenditure is exercised as per the provision of the Institute's act. The internal and external audit are carried out regularly and audit objection are taken care of.

For optimization of available funds as resources, the Institute follows budgeting for revenue and capital expenses both with expected cash flow and its frequency. The strategies include –

a) Preparation of budget, b) Allocation of fund to various activities, c) Close monitoring on expenses against budget with variance reasoning, d) Centralized purchase department, e) Major expenses require prior approval and routed through designated committee for due diligence and recommendations.

The institute provides freedom in areas of extra-curricular activities, innovative teaching & learning methods, research & other academic activities like study visits, fieldwork, various evaluation programs and value addition sessions making the college accountable for the content, quality of education it imparts. These activities require massive resource mobilization effectively planned before the start of an academic year. As the Institution always encourage a supportive environment for faculty, staff, students, and other members of the Institution, **a Comprehensive Resource Mobilization Policy** made for all its members.

SKNCOA as per the provisions of the STES management policy, provide, powers and functions the Finance Committee to recommend all financial matters to the STES 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 Policy Parameters

The strategy for Resource Mobilization and Optimum Utilization of Resources of SKNCOA includes parameters as Mobilization of Financial Resources, Physical Resources, Human Resources and Optimum Utilization of Resources.

Policy for Mobilization of Funds and Optimal Utilization of Resources

1. Purpose

The policy aims to establish clear guidelines for the effective mobilization of funds and optimal utilization of resources to support SKNCA's mission to provide quality education and foster architectural excellence. Through structured financial management and resource allocation, this policy seeks to maximize the institution's impact, enhance its facilities, and ensure the sustainability of its programs.

2. Scope

This policy applies to all administrative departments, faculty, and other stakeholders involved in the financial management and resource allocation at SKNCA. It covers fund mobilization from various sources, budgeting, expenditure controls, and resource optimization. Resources covered also include facilities, technological equipment, materials, and energy resources within the institution.

3. <u>Objectives</u>

To optimize the allocation, utilization, and maintenance of resources to support academic, research, and extracurricular activities while promoting sustainability and accountability.

To Ensure Financial Sustainability: Establish and maintain a sustainable financial base for ongoing and future academic and infrastructural needs.

To Optimize Resource Allocation: Ensure that resources are allocated in a way that maximizes institutional effectiveness and impact.

To Promote Transparency: Foster accountability and transparency in financial transactions and resource usage.

To Encourage Stakeholder Engagement: Engage alumni, corporates, governmental and non-governmental organizations, and other external stakeholders in contributing to the college's growth.

4. <u>Sources of Fund Mobilization</u>

Tuition and Fees : Tuition fees from students serve as the primary source of revenue. Fee structures will be reviewed periodically to maintain competitiveness while ensuring affordability.

Government Grants and Funding : The institution will actively pursue grants, funding, and scholarships from government agencies, including central and state education departments.

Industry Partnerships and Sponsorships : Collaborate with architectural firms, construction companies, and other industry partners for funding through sponsorships, partnerships, and donations for specific projects or programs.
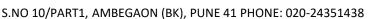
Alumni Contributions : Establish and maintain a structured alumni network to encourage contributions through fundraising campaigns, endowments, and donations.

Research Grants and Consultancy : Encourage faculty and students to engage in research and consultancy projects that provide financial support while also contributing to the field.

Events and Workshops : Host events, workshops, and continuing education programs to generate additional revenue and raise the college's profile.

Endowment Fund : Establish a long-term endowment fund to provide sustainable support for key programs and initiatives.

5. <u>Resource Categories and usage.</u>

Physical Resources: Infrastructure, furniture, equipment, and consumables.

Classroom and Studio Spaces: Assign based on class sizes, curriculum needs, and schedule. Priority goes to academic sessions and workshops.

Laboratories and Equipment: Access managed through a booking system; ensure proper training for equipment handling.

Library Resources: Prioritize updated reference materials and digital access. Enforce policies on borrowing limits and due dates.

Workshop and Material Labs: Materials and equipment are allocated based on project requirements. Encourage sustainable use and minimize waste.

Digital and Knowledge Resources: Software, databases, online journals, reference materials, and data storage.

Software Licenses and Online Databases: Assign licenses based on academic requirements and make digital resources accessible for research and assignments.

Network and Internet Usage: Maintain internet bandwidth and cybersecurity policies. Avoid non-academic use to preserve quality service.

Financial Resources: Budget allocations, grants, and scholarships.

Human Resources: Faculty, administrative staff, guest lecturers, and student assistants.

Energy and Utility Resources: Electricity, water, and other utilities.

Energy Management: Implement energy-saving practices (e.g., turning off lights in unused rooms, efficient HVAC usage).

Water Management: Ensure plumbing maintenance and promote water-saving habits among the college community.

6. <u>Principles for Optimal Utilization of Resources</u>

Strategic Budgeting and Financial Planning : The college will follow a comprehensive budgeting process based on strategic goals, prioritizing essential expenses while minimizing costs.

Efficient Infrastructure Management : Resources will be allocated to maintain and improve physical infrastructure, ensuring an optimal learning environment with state-of-the-art facilities and equipment.

Staffing and Human Resources : Resource allocation will prioritize skilled faculty and staff hiring, training, and development in line with institutional growth.

IT and Digital Resources : Invest in digital infrastructure, including software, tools, and online resources, to support innovative and blended learning models.

Environmental and Sustainability Practices : Optimize the use of resources by adopting green practices, such as energy-efficient solutions, waste reduction, and water conservation to support sustainability.

<u>Guiding Principles</u>

Efficiency : Optimize the use of all resources to support academic and operational needs.

Sustainability : Encourage resource management practices that reduce environmental impact.

Accountability : Clearly define roles and responsibilities for resource usage and ensure transparent reporting.

Innovation : Support the integration of new technologies and sustainable practices in resource management.

Accessibility : Ensure equitable access to resources for all students and faculty members.

7. <u>Sustainability Initiatives</u>

Reduce Paper Use: Encourage digital submissions, online communication, and cloud storage over physical printing.

Waste Management: Implement waste segregation, recycling bins, and proper disposal protocols.

Green Spaces: Maintain green areas around the campus to support a healthy and eco-friendly environment.

8. Monitoring and Evaluation

Regular Financial Audits : Conduct internal and external audits to ensure transparency and accountability in fund utilization.

Periodic Review of Resource Allocation : Review resource utilization periodically, assessing the effectiveness of expenditures and re-allocating resources as needed.

Stakeholder Reporting : Develop an annual report on financial health, including sources of funds and key expenditures, and share it with stakeholders to maintain transparency and trust.

Performance Metrics and Indicators : Define and monitor performance metrics for resource utilization and financial health, ensuring alignment with institutional goals. Develop key performer indicators such as usage efficiency, maintenance frequency, and satisfaction levels for continuous improvement.

Feedback Mechanisms : Gather feedback from students and staff to improve resource availability and management.

9. Responsibilities and Accountability.

Management Committee : The committee will be responsible for setting priorities, overseeing fund mobilization, and ensuring compliance with policies.

Administration: Ensures compliance with this policy, conducts regular audits, and addresses any violations.

Finance Department : The finance team will handle budgeting, fund allocation, and financial reporting while maintaining transparency and accountability.

Department Heads : Responsible for managing allocated resources within their departments and identifying funding needs for specific initiatives.

Resource Managers: Designate staff for each resource category (e.g., library, IT, laboratory) to oversee usage and maintenance.

Faculty and Staff : Encourage efficient utilization of resources within classrooms, labs, and facilities and support cost-effective practices in teaching and administration.

Faculty and Students: Responsible for following resource guidelines, reporting damage, and using resources efficiently.

10. <u>Budget and Financial Management</u>

Budget Allocation : Distribute funds effectively across departments for infrastructure, software, and research resources.

Sponsorships and Grants : Pursue external funding for academic and sustainability projects, encouraging student involvement in funded initiatives.

Monitoring and Reporting : Regularly review financial reports to ensure adherence to budget allocations.

11. <u>Policy Review and Amendments</u>

This policy will be reviewed at the time of preparation of Development Plan (05years) or as deemed necessary to ensure it remains aligned with SKNCOA's strategic and sustainability goals, technological advancements, financial health, ensuring ongoing improvement in resource management and emerging needs.

12. <u>Policy Implementation and Training</u>

Training Programs : Regular training sessions on resource management, including sustainability and digital skills, for students and staff.

Awareness Campaigns : Promote awareness of resource management practices across the campus, including sustainability campaigns.

Approval and Implementation : This policy is approved by the governing board and is effective as of **Approval Year : 2023**

This policy is designed to ensure effective management of resources and financial stability at Shrimati Kashibai Navale College of Architecture, supporting its mission to foster excellence in education and architectural practice. By adhering to this policy, SKNCA aims to maintain an environment that fosters academic excellence, supports innovation, and respects environmental sustainability.

Principal

SKNCOA Pune