



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)
KOTTAYAM
(NAAC REACCREDITED)

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RESOURCE MOBILIZATION POLICY

The BCM College operates student-centric policies with a focus on skill-based research-driven quality education which should be accessible and affordable to the youth of rural and urban areas. The cardinal principle of management in the institution is to provide the best resources to the students & faculty to meet the above requirement and run the Institution for realizing its vision and mission.

1. This document draws the policies for resource mobilization.
 2. A five years strategic plan will be made by the Institution to plan broad academic activities and related administrative, logistic and developmental activities. Accordingly, budget estimates and fund requirements are planned. This will be segregated as yearly activities and mobilization of planned resources.
- The Institution needs three types of resources i.e. Human, Equipment & Material
 - Effective Implementation and Utilization of Resources.

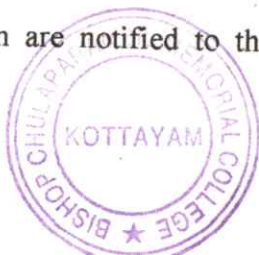
Human Resources

The Institution ensures that qualified manpower runs the educational courses as per the laid down norms of the concerned regulatory authority is available. All members of the BCM family are governed by the procedure laid down by statutes, ordinances and government policies.

Appointment of Teachers

The appointments of teachers to the institution are as per the statutes of the University Grants Commission and the Higher Education Institutions. Appointment Procedures and Promotional Policies

The Acts and Regulations of the University Grants Commission, the State Government and the affiliating university are adhered to by the institution for appointments and promotions. Any vacancies that arise in the institution are notified to the Directorate of Collegiate Education ,



Government of Kerala. On intimation of concurrence, the college advertises the same as per prescribed regulations. Interviews conducted are as per UGC regulations and directives. The appointment of the guest faculty is based on merit and government regulations.

Promotional Policies

The promotion of teachers in the college is based on the Career Advancement Scheme (CAS) of the University Grant Commission.

Appointment of Non-Teaching Staff

The number of officers/supervisors required for non-technical work is laid down by the statutes, acts and laid down norms of the Government.

Mobilisation of Students against Intake

The important part of cash inflow in budget outlay is the student admission and resulting fees received from them. To ensure maximum seats are filled against approved intake, a mobilisation plan is implemented.

Quality Education

The Institution will strive to ensure that eligible and quality teachers are appointed to impart quality education and that the quest for excellence is never compromised.

Infrastructure & Facilities.

This attracts quality intake and enhances mobility to attract maximum admission. Efforts are therefore initiated ensuring facilities as per the changing requirements in tune with the vision and mission of the College

Equipment and Material Resources



Based on the Strategic Plan, the requirement of equipment & material resources will be worked out by respective departments and consolidated with approval from the management board. The management authority will examine the requirements in detail.

Infrastructural Resources

To operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements will be worked out in terms of financial load and time needed.

Fund Mobilization

Based on student Intake, faculty requirements, laboratory/library/material needs, and infrastructural need, the details of funds requirement will be examined, and cash inflow/outflow will be worked out. A Resource Mobilization Plan will be made and put up to the Governing Body with the following broad outlines.

- Cash inflow from fees likely from students
- Cash inflow likely from Government and Non-Government funding, Consultancy, Alumni
- Funding, Sponsorship/grants and interest etc
- Cash outflow based on already running programmes, enhancement in expenditures, maintenance, administrative fee and depreciation.
- Deficit due to the difference between cash inflow and outflow.

The Governing Body will discuss various options to meet the fund deficit. The Governing Body will examine the possibility of increasing cash inflow or/and reducing outflow by debating and cutting on some demands and assessing immediate needs. After all the deliberations, the Governing Body will tentatively finalise the cash inflow, outflow, deficit and budget outlay.

Mobilisation Plans

The governing body will deliberate and clear the Budget and Associated /Action Plan with the following options to maximize funds mobilization.

Maximize Cash Inflow



The Governing body will take necessary steps to ensure that admissions are done as per plans, fees are received on time and efforts are made to materialize inflow from fees and other planned resources.

Minimize Cash Out Flow.

Through proper purchasing process, by conservation of funds and careful monitoring of running expenses, cash outflow is maintained below the approved budget of the institution.

Options to Meet Deficit.

The implementation and deviations from the plan will be monitored by the Governing Body, and finance officers and discussed and call for a periodic meeting of all concerned to monitor the progress and issue suitable instructions. Any major corrective measures will be applied after approval of the governing body if required.



A handwritten signature in green ink, appearing to read "S. B. B. B." with a flourish.

Principal
Bishop Chulaparambil Memorial College
Kottayam