



Ready for
Every Good Work

SACRED HEART COLLEGE (AUTONOMOUS)

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A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.4.1 Resource Mobilization Policy



SACRED HEART COLLEGE (AUTONOMOUS)

(Affiliated to Thiruvalluvar University, Vellore)

Accredited by NAAC with CGPA of 3.43/4 at 'A' Grade, 95th College in
India - NIRF 2017

RESOURCE MOBILIZATION POLICY

Approved by: Rev. Dr. D. Maria Antony Raj SDB,

Date: 08/March/2017

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FOREWORD

Sacred Heart College (Autonomous) is an affiliated First Grade College of Thiruvalluvar University. It is a minority institution, established and administered by the Salesians of Don Bosco (SDB). The first care of the management is to give Higher Education to the Catholic youth in a Christian atmosphere of peace, justice and social responsibility with a preferential option for the poor among them. The College is also open to students of all castes and creeds other than Catholics. Their religious beliefs are respected in this institution.

Sacred Heart College is committed to encouraging and facilitating the effective and appropriate use of campus technology resources and the development of Institutional strategies for mobilization of funds and the optimal utilization of resources. Being a minority institution situated in a rural area the institution caters to the first generation graduates who are rural and poor. It aids the students financially and provides good infrastructural and human resources for the students. Government services and projects enhance our resources. Private donors, friends of the Institution, the Alumni and other agencies also offer their help. Utmost care is also taken that the Funds which are mobilized are used effectively.

This document covers many aspects which include Remuneration and Reward, Research Grants, Endowment Scholarship, Mid-day Meals, Institutional Social Responsibility, Integrated Village Development Project Scholarship and Corpus Fund. Thus the institution caters towards providing an holistic learning and yet reaching the unreached via effective utilization of its resources.

Rev. Dr. D. Maria Antony Raj SDB,
Principal, Sacred Heart College (Autonomous)

COLLEGE VISION & MISSION

Vision Statement

We, the community of Sacred Heart College, inspired by the love of the Heart of Jesus and fundamental human values, following the educative system of Don Bosco, are committed to the creation of an educated, ethical, and prosperous society where equality, freedom and fraternity reign by imparting higher education to poor and rural youth which enables them towards integral human development.

Mission Statement

In the field of Higher Education we are committed to

- Academic excellence
- Healthy standards in extracurricular practices
- Social relevant research
- Courses leading to employment and entrepreneurship, and
- Continuous progress of the institution.

Socially, we work towards

- Serving preferentially the underprivileged and rural youth
- Educating them to social consciousness of rights and responsibilities,
- Rooting out social evils, building communities,
- Promoting total literacy, education and development of the neighborhood.

Spiritually, we aim at

- Integrating ethical, cultural and political values
- Developing a sense of the Divine present in nature and in the human person.
- This is done by means of group activities and personal guidance, in a family atmosphere.

In this way, we are **READY FOR EVERY GOOD WORK** (*ad omne opus bonuminstructi*) in collaboration with the government and people of good will, to create a society more worthy of human beings.

1. INTRODUCTION

The purpose of this policy is to enable effective and efficient utilization of College funds and the optimum utilization of resources thereby creating:

- A quality learning and working environment for students, faculty and staff
- Effective management of resources to meet the strategic vision and mission of the College
- Cost effective but yet effective and efficiently managed.

This policy also provides:

A Frameworks for the regular review of the College's mobilized resources and use of its funds and forms a basis for procedures to be followed in relation to the aforesaid document.

This policy also applies to all the denoted programmes as mentioned below.

2. RESOURCE MOBILIZED

The following are the various resources mobilized and effectively put into practice at Sacred Heart College (Autonomous)

a. Remuneration and Reward

Government pays the salary of the aided faculty. The management staffs are paid out of the fee collected from the students. Approximately more than 70% of the collected fee is spent on the salary of the staff. The remaining is used for other purposes. Excess funds are allocated for effective teaching-learning practices such as, organizing seminars for the faculty, departmental seminars and training programmes. Faculty members are honoured on the college day for their acclaims in research publications and services in professional and voluntary bodies.

b. Research Grants

The research grants are effectively utilized in the implementation of projects and purchasing of necessary equipment's. Adequate funds are utilized for the development of very good infrastructure for the institute. Moreover funds are also allocated for social service activities as a part of the institutional social responsibility

c. Endowment Scholarship

Funds are also utilized for Endowment Scholarship. The college gives away more than 6 endowment scholarships amounting to 11 lakhs. Work Scholarship is given to students as a part of their holistic responsibility. The students are selected after proper scrutiny and given 100 hours in a semester. They help out in library; take tuitions for Government run schools and other activities as nominated by the various departments.

d. Mid-day Meals

Mid-day Meals are provided at a nominal rate to avoid the stigma of free meals. The expense is borne by the management and the revenue is generated from various resources. This endeavour is also partially funded by Alumni Association and other donors.

e. Institutional Social Responsibility

Students practice Institutional Social Responsibility by adopting a marginalized community (Gypsy Community at Idaya Nagar) in the locality and collect money to sponsor their children. Study centers, toilets and roads are built. The gypsies also avail loans from the collected money. As part of the ISR, they also visit orphanages and Government Schools to share gifts with them.

f. Integrated Village Development Project Scholarship

Further in the Student-initiated Scholarship, students collect money from their savings, and the same is made double by a friend donor Mr.Kulandai Francis (Magsaysay Awardee). The generated amount is

then distributed to the deserving students as a scholarship. This initiative is well coordinated by student representatives.

g. Corpus Fund

The institution has a Corpus Fund for insurance of the students that is utilized for unexpected expenses towards the students' welfare. The classrooms and halls are lent free of cost to the extension services of department for conducting tuition for students and to animate workshop for the public so that the resources are used optimally.

3. OBJECTIVES OF THE POLICY

In developing this resource mobilization and utilization policy, Sacred Heart College seeks to meet the following objectives:

- To effectively manages the funds allocated.
- To cater to the unreached and the underprivileged
- To make optimum use of its stakeholders, Governmental and Non-Governmental Agencies towards effective development and resource mobilization etc.
- To develop and implement a critical human resource base knowledgeable in handling this policy.
- To regularly document and manage the governance and administration of the policy.

4. SCOPE OF THE POLICY

This policy covers Sacred Heart College (Autonomous) main campus and other campuses, faculties, departments and sections. It also covers all resources mobilized and governed under the banner of the above denoted programmes administered in the institution.

5. CONDITIONS & VIOLATIONS

- Violation of this policy may result in the immediate and permanent revocation of College privileges, even those not directly relating to the activity in violation. Additional penalties up to and including termination (employees), dismissal from the College (students), banishment from College property (all users), and legal prosecution (all users) are also possible.
- Having access to Sacred Heart College resources means that every individual involved in the resource mobilization is to bear responsibility for the activity which takes place as a result of using those resources. He/she may be held responsible for any loss, damage, or other issues resulting from the inappropriate or inattentive use of the resources. It is the responsibility of the user to stay informed of the changes in the laws and policies as they occur.

6. ADVISORY COMMITTEE

The college shall constitute a finance advisory committee that shall:

- i. Oversee the effectiveness of this policy.
- ii. Develop procedures and work instructions for the promotion and governance of resource mobilization and administration.
- iii. Encourage decisions consistent with the national policies and the policies documented at Sacred Heart College.
- iv. Provide flexibility to adopt the changes required from time to time.
- v. Review inputs from all stakeholders.
- vi. Monitor the implementation of this policy and advise college management as appropriate.
- vii. Advise review/improvement of this policy from time to time.

Advisory Committee			
S.No.	Name	Designation	Signature
1.	Rev. Dr. C. Antony Raj	Rector/Secretary	
2.	Rev. Dr. D. Maria Antony Raj	Principal	
3.	Rev. Dr. K.A. Maria Arokiaraj	Addl. Principal	
4.	Rev. Fr. S. John Borg	Bursar	
5.	Dr. S.R. Xavier Rajarathinam	Senior Staff	S. Xavier Rajarathinam

Date: 08/March/2017

7. REVIEW OF POLICY

The policy shall be reviewed after every 5 years or earlier, as need arises from Sacred Heart College (Autonomous).