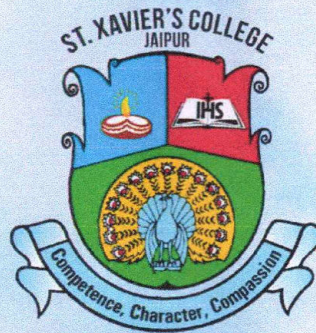


St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



College Manual A Compendium of Policies and Guidelines



PART A

College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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12. FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION POLICY

1. Introduction

Financial Management implies planning, organizing, allocating, controlling and recording the financial activities such as procurement and utilization of funds and accounting and periodic financial reporting systems of the institution. Thereby applying general management principles to the financial resources of the institution. Resource mobilization is the procedure of securing new and additional resources along with efficient utilization, use of, and maximizing, existing resources by the institution. The process of mobilizing resources begins with the formulation of a financial management and resource mobilization strategy, which may include separate strategies for mobilizing financial and in-kind resources. This may include legal agreements at various stages, budgeting of funds under various heads of expenditure in a financial year, and steps for generating resources both cash and in kind. Executing the financial resource mobilization strategies needs to identify potential bases of funds, deposition of funds, and observing and recording of the transactions. These strategies may be constrained by rules established by the institution and recorded in the official documents.

2. Purpose

Financial Management and Resource Mobilization Policy shall manage the finance and mobilize resources of short and long-term nature to fulfill the expenditure requirements that are technically feasible and economically viable. Diversify and expand its resource base in supporting the achievement of the strategic plans, goals, and overall growth of this institute. It should identify and analyze the resources available for program priorities, policies, and efficient budget allocation. There should be a provision of the **Finance and Resource Mobilization Committee (FRMC)** for the effective execution of the policy. It will help in proper planning, coordination, and control in the preparation of budget allocation for all the units of college as per their needs. It will create a centralized system of fund allocation through the FRMC. Specific focus can be given to resource generation and utilization for the institution.

3. Composition and Functioning

3.1. Composition

Finance and Resource Mobilization Committee (FRMC) shall comprise of the following:

- Chairman - Principal
- Coordinator - Accountant
- Members – Vice Principal, Treasurer, Administrator, IQAC Coordinator, and Heads of all the Departments

3.2. Functioning

The policy should cover the accounts department, academic departments, IQAC, Cells/Committees/Societies and any other unit of the college which requires financial support for the execution of its initiatives and programs. It should be governed by the Principal's office on behalf of the college administration through the FRMC. The major source of fund collection for the institution has been the fees collected from its students. Major functions of the FRMC:

- Design and implement a robust resource mobilization strategy every year.
- Check reports and ensure that they are compliant with set policies and procedures.
- Accountant shall prepare the budget and all the reports for the perusal of the committee
- Chairman shall finalize all the budget for all departments and other units of the college based on the proposals received from respective units and shall present the budget and audited statements to the Managing Committee.
- Chairman shall coordinate with JXEA Treasurer in effective utilization of funds for the institution.
- Scrutinizes the budget submitted by the different departments and other units and monitors the utilization of their budget.
- Proposes the budget for the financial year for the departments and the institute in March.
- To consider audited accounts of the Institute and submit the same to the Managing Committee not later than June every year.
- Ensure due diligence and instituting measures to mitigate identified fiduciary risks to the grants.

- Set up accounting systems, ensure internal controls, procurement and liaison with all stakeholders on financial matters.
- Transparency and accountability is to be ensured by conducting an annual internal and external audit of the financial statements.
- The annual accounts and financial estimates for the current and succeeding year of the Institute shall be placed before the FRMC for scrutiny and thereafter submitted to the Managing Committee together with the comments of this Committee for approval.
- The Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute.
- No expenditure other than that provided and more than the limits so fixed in the budget shall be incurred by the Institute without the approval of the Committee.
- To collect the Utilization Certificate (Statement of Expenditure) from all those units which are using college funds.
- Communicate effectively with all the units of the college for fund requirement, allocation and outcome of the same at all times.
- Monitor and supervise the optimal use of Government funds for which it has been sanctioned and to keep a copy of the Utilization Certificate for college records.

4. General Guidelines

- It is responsible for planning and managing funds of the college.
- Develop sources to raise additional capital for the institution.
- At least two meetings of the committee can be organized within the financial year.
- The management can forward any matter related to finance and resource utilization not mentioned above as and when required.
- In case departments or other units of college generate funds through sponsorship for their programs, a copy of the financial statement (revenue and expenditure) should be submitted to this committee.



Principal

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