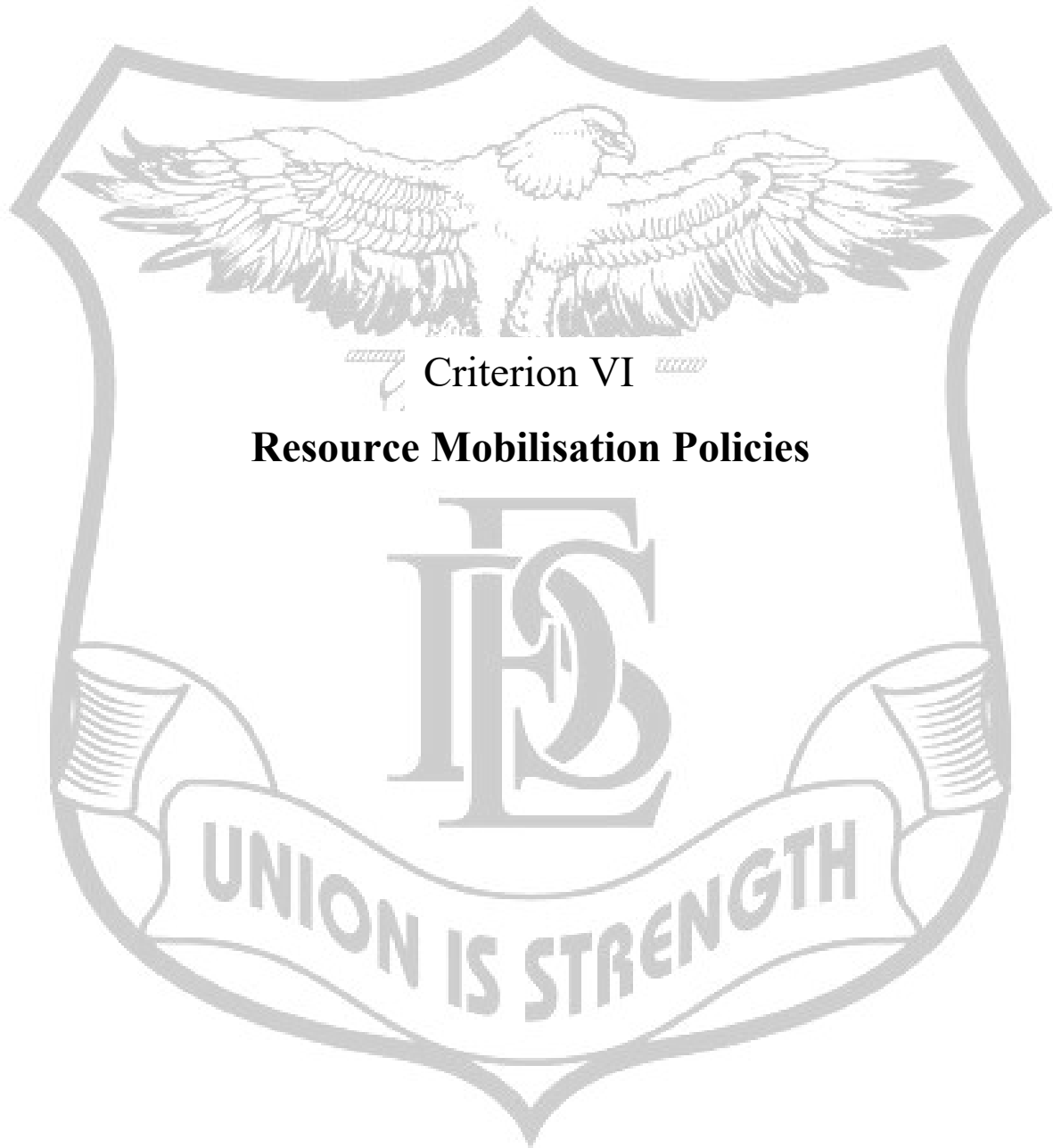


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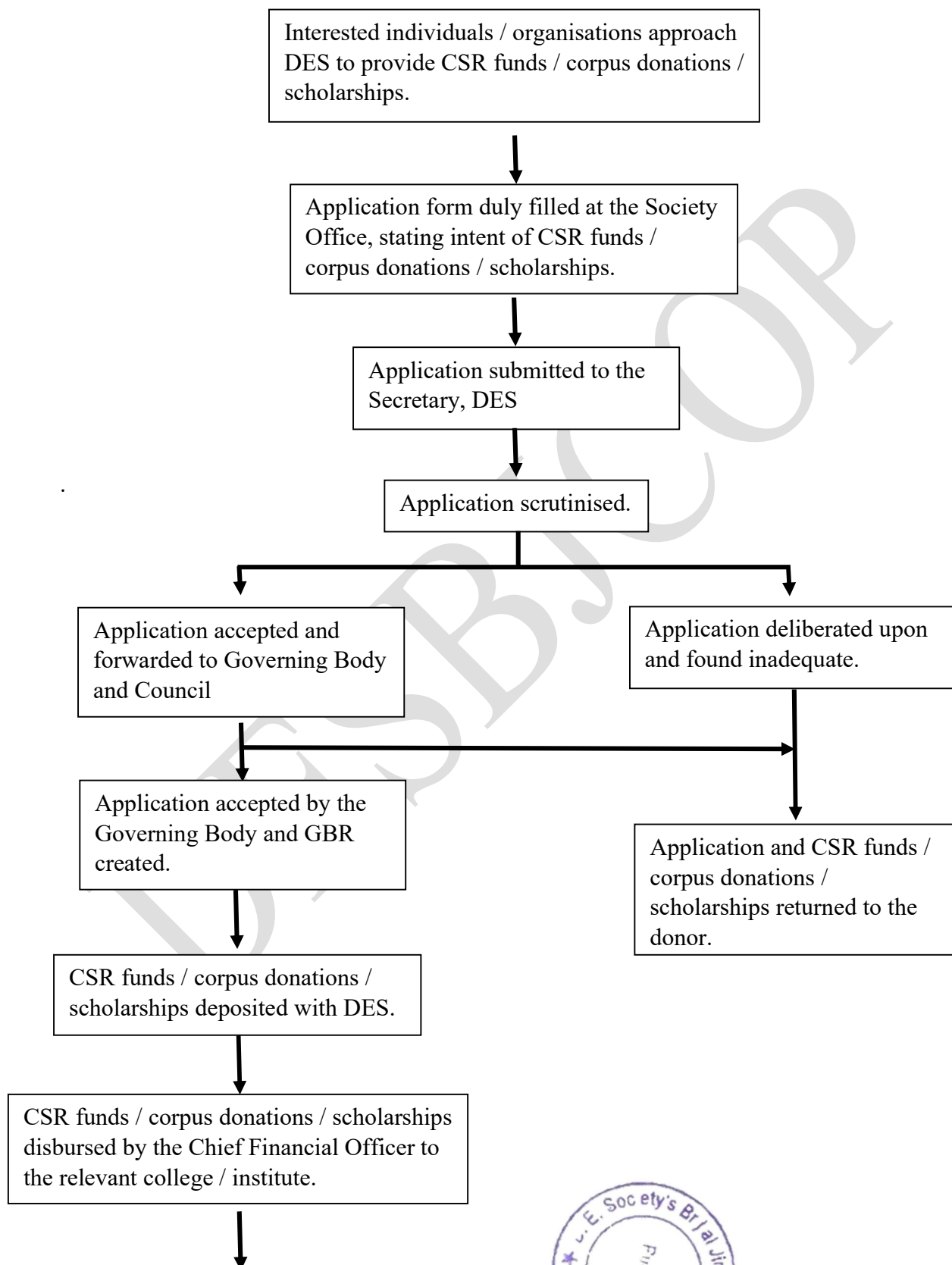
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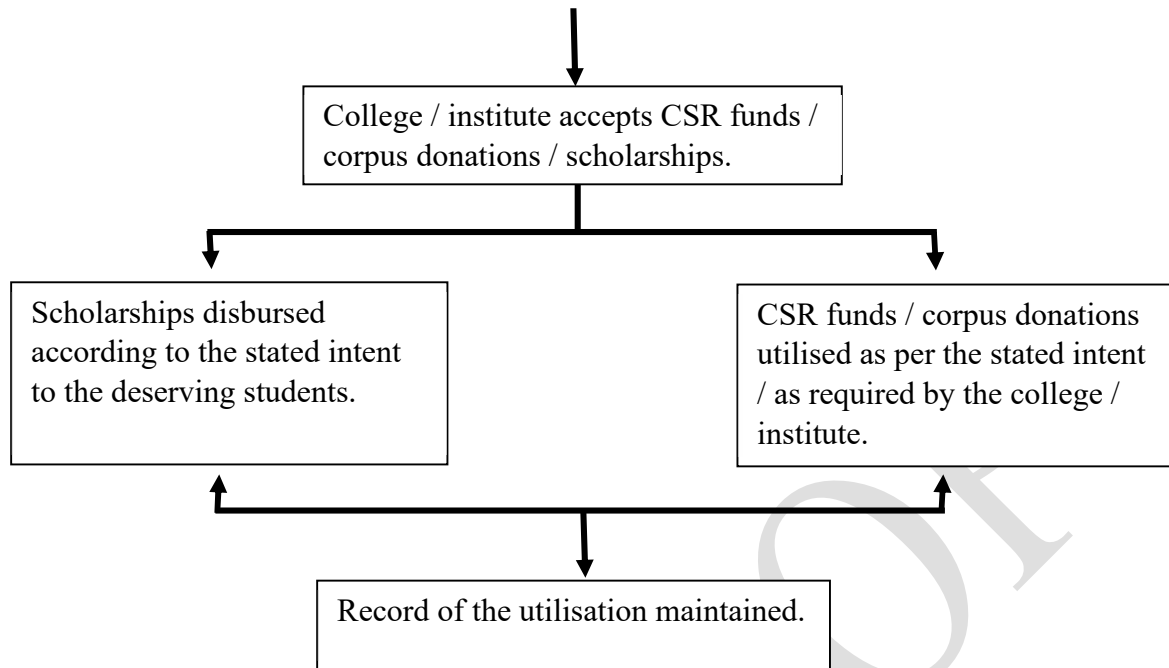
Resource mobilisation policy

Standard Operating Policy





Deccan Education Society's
Name of the Unit: Brijlal Jindal College of Physiotherapy
Process Title: Resource mobilisation policy

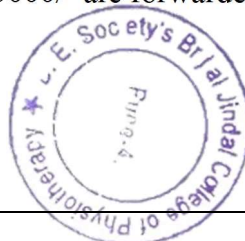


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Internal Resource Mobilisation Policy

1. Tuition fees fixed by the Fee Regulation Authority for the upcoming academic year.
2. Fee displayed on the notice board for all years.
3. Students pay fees as follows:
 - a. II, III, IV B.P.Th. and I M.P.T. students perform an online transaction of the total amount directly to the college account.
 - b. I B.P.Th. and I M.P.T. students pay total fees through DD drawn on the college account name, as per the State CET Cell rules.
 - c. Reservation category students can pay fees as follows:
 - i. EWS and OBC: 50 % of the amount can be paid to the college,
 - ii. SC, ST, VJ, NT: can pay fees as per their ability.
 - d. Reservation category students apply for scholarships as per eligibility criteria.
 - e. If documentation is approved, Samaj Kalyan Vibhag (Student Welfare Department, State Government) disburses amount to the student or college.
 - f. If Samaj Kalyan Vibhag disburses scholarship amount to student, the student performs an online transaction to the college account and completes the fee payment.
4. Total amount of fees received is distributed under the relevant budget heads as approved in the yearly budget under the following heads:
 - a. Salary
 - i. Teaching
 - ii. Non-teaching
 - iii. Employee provident fund
 - iv. Group medical insurance
 - v. Gratuity
 - vi. Group gratuity
 - vii. Leave encashment
 - viii. Honorarium for CHB faculty
 - b. Non-salary
 - i. Repairs and maintenance
 - ii. Office expenses
 - iii. Electricity charges
 - iv. Audit fees
 - v. Administrative expenses
 - vi. Course-related expenses
 - vii. Extra and co-curricular activities expenses
5. Resources as required by college are obtained through Central Purchase Committee, DES, after approvals from LMC, PB and GB.
6. Repairs and maintenance costs are paid after presentation of bill.
7. Capital expenses above Rs.5000/- are forwarded to the Finance Committee for further processing.





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8. Increase in expenses application is submitted to Finance Committee for new, non-budgeted expense. On receipt of funds from DES, expense performed.
9. Receipts of all transactions maintained meticulously and submitted for internal audit and external audit in a timely manner.




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