

Policy for Utilization of Resources and Funds

**“Strategic allocation of resources and funds is the blueprint
for building a better world for all”.**

Oprah Winfrey

The prudent allocation and judicious utilisation of funds and resources are foundational to the sustained success and vibrancy of higher education institutions. By steadfastly adhering to the principles enshrined in this policy, we can ensure that resources are marshalled and deployed in a manner that optimally furthers educational objectives, elevates research endeavours, and enriches the student experience.

This policy delineates the guidelines and protocols governing the allocation and utilisation of funds and resources earmarked for higher education institutions. Its overarching objective is to uphold principles of accountability, transparency and judicious resource employment to bolster educational and research standards.

Aims and Objectives

- **Equity and Fairness** : Resource distribution must adhere to principles of equity and fairness duly considering the diverse needs and priorities across various academic departments, programs, and faculties.
- **Transparency** : All financial transactions and resource allocations must be conducted with utmost transparency and meticulously documented to uphold accountability and mitigate the risk of financial impropriety.
- **Efficiency** : Resources are to be utilised with maximal efficiency to optimise their impact on educational delivery, research endeavours and student support services.
- **Quality Enhancement** : The primary objective of resource utilisation is the enhancement of educational quality, research output, and overall student experience within the institutional framework.

Allocation Process

- **Needs Assessment** : Periodic needs assessments are imperative to identify and prioritise requisites across different academic domains and administrative functions.
- **Budget Allocation** : Budgets are to be allocated based on the findings of the needs assessment, institutional strategic objectives, and available financial reservoirs.

- **Consultation** : Meaningful consultation with pertinent stakeholders, including faculty members, administrative personnel, and student representatives, should inform the budget allocation process.

DGC, Gurgaon aims to use the following methods to mobilise grants & funds :

- RK Fund
- RUSA
- AF
- UGC
- NGOs
- Library Grants
- Women Cell
- Sports
- Scholarships
- Budget / Funds under Placement Cell
- Alumni Contribution

Utilisation Guidelines

Funds obtained from both external and internal sources are to be allocated for the following purposes:

- **Academic Programs** : Allocation should be directed towards supporting academic programs, encompassing faculty remuneration, instructional materials, laboratory infrastructure, and research grants.
- **Infrastructure Development** : Enhancing the college infrastructure involves constructing research blocks, laboratories, classrooms and upgradation of IT Infrastructure. Additionally, upgrading existing laboratories with state-of-the-art equipment is crucial. It is imperative to ensure proper maintenance of all existing infrastructure.
- **Skill Enhancement Sessions** : Utilizing funds from various agencies to conduct soft skill development classes and technical training for students is essential. Exploring opportunities for online sessions and virtual learning facilities is also recommended in this context.
- **Curriculum Enhancement Sessions** : Organizing seminars, workshops, training programs, field trips, and industry visits is vital. Mobilising funds from both external and internal sources is necessary to facilitate these educational endeavours.

- **Environment Conservation** : This initiative serves a dual purpose by increasing student awareness of environmental issues and fostering their direct involvement in conservation programs. It will benefit not only the student community but also the wider population and the environment.
- **Extension Activities** : Allocating funds for various extension projects contributes to the overall welfare and development of the local community. Priority areas include disaster management, palliative care, and digital assistance, health, and hygiene initiatives.
- **Support for Needy Individuals** : Providing assistance to students, staff, and the general public is crucial. This support may include financial aid, medical assistance, educational support, housing assistance, and general welfare assistance. Internally generated funds can be directed towards this cause. Encouraging students and staff to contribute to charitable organisations such as UNICEF and SOS Villages for Children is also encouraged.
- **Financial Assistance for Staff** : Internal funds generated through teacher contributions can be utilised to provide financial assistance to faculty members for academic purposes. This may include support for presenting papers in seminars, conferences, and membership fees for academic bodies. Strict monitoring of fund utilisation is overseen by the Internal Quality Assurance Cell (IQAC). Timely submission of activity reports, utilisation certificates, and expenditure statements is mandatory. Regular audits, including those conducted by the Auditor General, Deputy Director of Collegiate Education, Chartered Accountants, and internal audits, ensure accountability and transparency in fund management.
- **Student Support Services** : Adequate provision should be made for student support services, including but not limited to counselling services, career guidance, scholarship disbursement, and facilitation of extracurricular activities.
- **Research and Innovation** : Allocation should be designated to foster research and innovation initiatives, comprising research grants, conference participation, seminar hosting, and collaborative ventures.
- **Financial Management** : Stringent financial management protocols are to be adhered to, ensuring adherence to approved budgets and regulatory compliance.

Monitoring and Evaluation

- **Regular Review** : Ongoing monitoring of resource utilisation through financial audits, performance evaluations, and feedback mechanisms is imperative.

- **Evaluation** : The efficacy of resource utilisation must be assessed based on key performance indicators, including academic outcomes, research productivity, student satisfaction metrics, and infrastructure development milestones.

Revision and Amendments

This policy shall undergo periodic reviews and amendments as necessitated by shifts in institutional priorities, alterations in the financial landscape, and changes in regulatory frameworks.

Implementation

Effective communication of this policy to all stakeholders within the institution is essential for ensuring its seamless implementation through well-structured administrative mechanisms.

Administrative office : The administrative office serves as the initial implementation of the policy statement's objectives. It is responsible for the daily upkeep and management under the guidance of the Principal. The Head Clerk oversees the routine maintenance tasks.

Physical Facilities :

Classrooms : The college is committed to continuously enhancing its educational facilities, and ensuring optimal support for teaching, learning, and evaluation. It has well-ventilated classrooms equipped. These classrooms are brightly lit, adequately spaced, and not overcrowded to maintain a conducive learning environment, fostering better academic outcomes. The college also provides necessary technological tools to facilitate learning.

Maintenance Policy :

- Routine cleaning and maintenance are carried out by both in-house staff and external agencies as necessary, promoting an eco-friendly and conducive learning atmosphere.
- Non-teaching staff members are assigned specific classrooms and areas for daily cleaning and upkeep.
- Electrical fixtures are regularly monitored and repaired, with prompt action taken by the PWD Electrical College Committee which works in coordination with the PWD department.

Language Labs : The college boasts well-equipped Language Labs with all essential technical gear and networking capabilities. It is equipped with the latest Software, facilitating the development of communication and writing skills.

Library : DGC Library is well-equipped with various text and reference books, encyclopedias, dictionaries, journals, magazines, newspapers etc.

- **Home Lending :** The Counter for home lending is kept open on all working days of the week. Students, Teachers and outsider users can borrow books from this counter. Students are issued one book at a time for one week.
- **Reference Service :** The staff of the library, especially the librarian help the readers find their queries, Readers are also provided with relevant documents, which are of their interest.

Other general instructions for the utilisation of resources :

1. Departments and office staff are responsible for maintaining the facilities allocated to them.
2. Clear instructions are posted for the proper utilisation of infrastructure amenities.
3. ICT facilities are overseen by technical staff, with local service providers engaged for major issues through Annual Maintenance Contracts (AMCs).
4. Support staff with technical and mechanical expertise manage the day-to-day upkeep of infrastructure.
5. Students use major equipment under the supervision of faculty members.
6. Fire extinguishers are strategically positioned and regularly replaced, with staff and students receiving demonstrations on their usage.
7. Periodic pest control measures are implemented to preserve library books and office documents.
8. External experts monitor electrical fittings and wiring periodically for necessary replacements and repairs.
9. The campus's aesthetic appeal is maintained through landscaping efforts on available land, employing extensive potting practices.
10. Drinking water facilities are ensured through the installation and maintenance of water purifiers and coolers by support staff.