



TRINITY COLLEGE, JALANDHAR

POLICY FOR RESOURCES UTILIZATION

Financial Resources Utilization

The institution has a well-defined mechanism to monitor effective and efficient utilization of available financial resources. The Finance Committee, a statutory body of the College, oversees the financial planning as well as utilization of the funds. Following are the key processes for the same:

- ❖ Preparing annual budget based on a thorough analysis of need that conforms to the College's budgetary guidelines and processes. Accordingly, all the administrative and academic heads are requested to submit the budgets required for the subsequent financial year.
- ❖ Adequate funds are allocated for effective teaching-learning practices that include Academic retreats, FDPs, Workshops, inter-disciplinary activities, SDPs, training programs, etc.
- ❖ Expenditure under different heads is made as per budget provision approved by the Finance Committee and the Management. Re-appropriation of budgeted amounts from one head to other, wherever needed, is carried out with the approval of the Management.
- ❖ Performing periodic internal audits to ensure continued compliance with the college's financial policies as well as administrative and accounting procedures.
- ❖ The college has various committees like purchase committee to ensure optimum utilization of funds.

Human Resources Utilization

Proper planning is needed for the utilization of human resources as this is the most valuable asset for any institution. Following are the steps taken for Human Resources utilization:

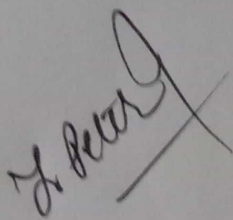
- ❖ Identification of various jobs/work and the nature of job.
- ❖ Understanding the need of man power; number and quality.
- ❖ Attracting the most capable person for a particular job.

- ❖ Allocating the workload to the faculty as required for the completion of the prescribed syllabus and to non-teaching as per the administrative requirement.
- ❖ Division of work for efficiency and specialization.
- ❖ Supervision, Evaluation & Promotion as per prescribed policies and procedures of the institution.

Infrastructure Resources Utilization

Infrastructure is fully utilized through various activities of teaching learning, co-curricular and outsourcing for Competitive exams, community gathering etc. Institution has proper policy for the utilization of Infrastructure as under:

- ❖ **Purchase of Infrastructure:** It is done by the purchase committee as per the need and recommendation.
- ❖ **Allocation:** Principal is the assigning authority for allocating the class rooms, Computer labs, Science Labs as per time table and strength of students. Library visits are mandatory for staff and students. Physical education teachers organize sports activities for utilizing sports grounds. Auditorium is used for cultural activities, festival celebrations, Fresher and farewell programs. Conference hall and seminar hall is used for SDPs, Guest lectures, FDPs, Seminars, Workshops and conferences with the prior permission of the Principal. Seats in Girls and Boys hostels are allocated by respective Hostel wardens.
- ❖ **Maintenance and Audit:** For the proper maintenance of infrastructure, each room is allocated to one teacher, who keeps a check and informs the authority for any type of maintenance if needed. Beside this 5 'S system is followed to keep everything in order. Audit team & Five S inspection team does the audit of whole infrastructure. After the audit, team of experts forwards its observations to the Authority for required improvement.



Director