



Alard Charitable Trust's
Alard College of Pharmacy

(Approved by AICTE, Affiliated to Savitribai Phule University of Pune & Recognized by Govt. of Maharashtra)
ID No.: U/PN/Pharmacy/260/2006

We will find a way or we shall make one

CAMPUS : Alard Knowledge Park : S. No. 50, Marunje, Near Rajiv Gandhi Infotech Park, Phase II, Pune - 411057.

Tel.: 020 - 66523760 Telefax : 020 - 66523761

E-mail : info@alardinstitutes.com Website : www.alardinstitutes.com

Policy Document

Funds Mobilization and Optimal Utilization of Resources

The policy defines systems to monitor mobilization of funds and optimal utilization of resources in Alard College of Pharmacy. Funds may be received from various sources viz., fees of B. Pharm and M. Pharm students including scholarships and grants from funding agencies like SPPU including QIP schemes and Industry for Seminars, research projects, etc. The following measures shall be taken:

Planning: The Heads of all departments, administration, library, computer, examination section shall finalize requirements in consultation with respective faculty and non-teaching staff and submit to Principal. The Principal shall forward all requirements to stores / library / computer in-charge for verification and procurement of quotations from two or more vendors for budget preparation.

Budget Finalization: A consolidated annual budget for requirements shall be prepared by store, library, computer and admin departments and forwarded to Principal for approval. The Principal presents it to CDC and Governing Body, which shall review proposed budget and allocate it as per college requirements. If there is no incongruity, then budget is sanctioned and funds are released.

Expenses: Funds are utilized for the following heads of expenses:

1. Salary expenses: Salary of teaching and nonteaching staff.
2. Academic expenses: Expenses for books, journals, chemicals, glassware, cocurricular and extracurricular activities, student training, Industrial Visits, Placement
3. Administrative expenses : Printing, stationery, advertisement, operational expenses
4. Developmental expenses: Infrastructure, equipment, computers, repairs and maintenance of Laboratories.

Shortcomings are managed by taking advance from Management Trust. Additional funds are obtained from funding agencies like BCUD through Research proposals,

funds for equipment, sports, infrastructure under QIP scheme of SPPU. These funds are utilized for upgradation of Institute.

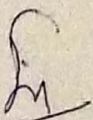
In cases where additional funds are required for unplanned activities like attending seminars / workshops / conferences / technical competitions, then concerned faculty shall apply to Principal with details and produce receipt of fees paid and attendance letter or certificate as per Policy document for welfare measures. The Principal shall forward it to Management for its final approval.

Audit: The Accounts section verifies the expenses carried out under various institutional / departmental activities from supporting documents and give their remarks for the final settlement of the account. Internal and external audits of Account department are carried out by the Chartered Accountant at regular intervals to ensure a proper utilization of the funds as per their allocation.

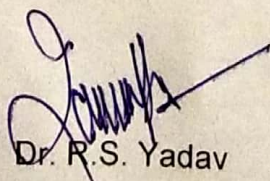
The policy for funds mobilization and optimal utilization of resources for Alard College of Pharmacy, Marunje, Pune is approved by College Development Committee (CDC) and Governing Body (GB).

Delegation of Financial Powers:

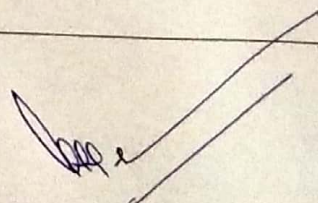
S. No	Particular	Responsible person	Proposed financial power
1.	All types of expenditure under -Planned budget -Unplanned budget	Principal	- In consultation with CDC & GB - In consultation with Management
2.	All types of purchases & other expenditure from Sponsored Research, Projects, Schemes and Consultancy Funds	Principal investigator	In consultation with HOD, Principal, Management.
3.	All Expenditure related to student's activities, including cultural activities and sports.	Teacher In charge	In consultation with Principal & Management



Dr. Sonia Singh
Principal



Dr. R.S. Yadav
Secretary ACT



Dr. L. R. Yadav
Chairman- ACT, CDC & Governing Body

