



# St Berchmans College

Founded 1922

**AUTONOMOUS**

College with Potential for Excellence | Reaccredited by NAAC with A Grade

Affiliated to Mahatma Gandhi University, Kottayam, Kerala  
Changanassery, Kottayam, Kerala, India-686101

## Policy on Finance

<b>Volume</b>	II
<b>Responsible Executive</b>	Bursur, St. Berchmans College
<b>Responsible Office</b>	Office of the Principal, St. Berchmans College
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### 1. Statement of Policy

St Berchmans College is committed to affordable, quality education for all. The policy on finance of St Berchmans College is in pursuit of our goal of education with excellence and the corresponding multitude` of benefits to our nation and its economy. In addition to primary expenditures, related to infrastructure and resources, India's National policy on Education identifies the following key long-term thrust areas for financing to cultivate an education system: investing in teacher education and continuing professional development of teachers; cultivating research and innovation and the extensive use of technology and online education.

At a time when the public spending on Higher Education is diminishing, the academic community shall strive to attract investment in Higher Education through our knowledge and expertise in consultancy, innovation, intellectual property rights, research and extension activities. The Policy also calls for the rejuvenation, active promotion, and support for initiatives towards raising private philanthropic funds over and above the public budgetary support to enhance educational experiences.

## 2. Objectives

Financial governance and management will focus on the smooth, timely, and appropriate flow of funds, and their usage with probity and accountability. An administrative process that streamlines a smooth disbursement mechanism of allocated funds is solicited. The Policy mandates full public self-disclosure of finances and procedures.

In particular, financial support will be provided to various critical elements and components of education, such as ensuring learning resources, matters of student safety and well-being, adequate numbers of teachers and staff, teacher development, and support for all key initiatives towards equitable high-quality education for underprivileged and socio-economically disadvantaged groups.

## 3. Individuals and entities affected by this Policy

All the teaching faculty, students and non-teaching staff of the college.

## 4. Roles & Responsibilities

The Finance Committee which is a statutory body of the college is responsible for executing the policy on finance.

The committee members

1	Principal (Chairman of the Finance Committee)
2	Finance Officer, Mahatma Gandhi University
3	Governing Body Representative
4	Governing Body Representative
5	Member of the Teaching Faculty (Nominated by the Principal)

### a) Budget proposals for Autonomy Grant

The Finance Committee can decide and approve the allocation of the autonomy grant for various items according to the guidelines of UGC and as per the current needs of the autonomous system.

**b) Allocation of Funds to various departments/ programmes/Members of Faculty**

The Finance Committee can decide and approve the allocation of the funds to various departments/ programmes/Members of Faculty according to the guidelines of the funding agency and as per the proposals submitted.

**c) Review on utilization of funds allocated**

The Chairman of the Finance Committee shall convene meetings of Heads of Departments and Administrative staff in the finance section to review the utilization of funds ensuring that the funds are utilized as per the approved budget and as per the guidelines of UGC and Government, purchase of materials and equipment and other works are done with the approval of the Purchase Committee and also of the Technical Committee (if needed) and that the expenditure statements with all the supporting vouchers are submitted on or before the date intimated by the Bursar.

**d) Approval of Audited accounts of Autonomy Grant, Grant in Aids.**

The audited accounts and utilization certificate of the Autonomy Grant, and other Grant in Aids has to be approved by the Finance Committee and forwarded to the Governing Council for its approval.

**e) Approval of Fee for the Aided programmes, Self-Financing Programmes, Diploma/ Certificate programmes, Short Term programmes, Add on courses, Course Work etc...**

The Finance committee has to approve the fee for the Aided programmes, Self-Financing Programmes, Diploma/ Certificate programmes, Short Term programmes, Add on courses, Course Work etc... introduced or running in the college, every year.

***Procedure for approving /making amendments in the Fee structure:***

- The Finance Committee may of its own motion take into consideration the draft of amendment to the fee structure.  
[provided that, in any such case, before an amendment is passed, the Finance committee shall obtain and consider the opinion of the Bursar and the concerned Head of the Department/ Programme Director.]
- The Bursar or the Head of the Department/ Programme Director may propose to the Chairman of the Finance Committee the draft of any amendment of fee structure for consideration and such draft shall be considered by the Finance Committee at the next meeting.

- The Finance Committee may approve the draft of the amendment proposed and pass the amendment or may reject it or return it for reconsideration either in whole or in part, together with changes which the Finance Committee may suggest.
- After any draft returned by the Finance Committee under sub section (3) has been further considered by the Bursar/ Head of the Department/ Programme Director together with any amendment suggested by the Finance Committee, it shall be again presented to the Finance Committee with the report of the Bursar/ Head of the Department / Programme Director thereon, and the Finance Committee may then deal with the draft in any manner it thinks fit.
- Where any amendment has been passed by the Finance Committee it shall be submitted to the Governing Council which may refer the amendment back to the Finance Committee for further consideration or assent thereto or withhold its assent.
- No amendment passed by the Finance Committee shall be valid or come into force until assented by the Governing Council.

**f) Examination Fees**

The Examination Fee structure and the proposals for any amendments on it has to be approved by the Finance Committee.

***Procedure for approving /making amendments in the Examination Fee structure:***

- The Finance Committee may of its own motion take into consideration the draft of amendment to the Examination Fee structure.  
[provided that, in any such case, before an amendment is passed, the Finance committee shall obtain and consider the opinion of the Controller of Examinations.]
- The Controller of Examinations may propose to the Chairman of the Finance Committee the draft of any amendment of fee structure for consideration and such draft shall be considered by the Finance Committee at the next meeting.
- The Finance Committee may approve the draft of the amendment proposed and pass the amendment or may reject it or return it for reconsideration either in whole or in part, together with changes which the Finance Committee may suggest.
- After any draft returned by the Finance Committee under sub section (3) has been further considered by the Controller of Examinations together with any amendment

suggested by the Finance Committee, it shall be again presented to the Finance Committee with the report of the Controller of Examinations thereon, and the Finance Committee may then deal with the draft in any manner it thinks fit.

**g) Remuneration to staffs for the conduct of Autonomous examinations, Remuneration for Question paper setting / Question paper scrutiny.**

Proposals for any amendments on the remuneration to staffs for the conduct of autonomous examinations or remuneration for question paper setting / question paper scrutiny shall be submitted to the Finance committee. The Finance Committee can decide on it and forward to the Governing Council for approval.

***Procedure for approving /making amendments in the Remuneration to staffs for the conduct of Autonomous examinations:***

- The Finance Committee may of its own motion take into consideration the draft of amendment to the Remuneration to staffs for the conduct of Autonomous examinations or remuneration for question paper setting / question paper scrutiny. [provided that, in any such case, before an amendment is passed, the Finance committee shall obtain and consider the opinion of the Controller of Examinations.]
- The Controller of Examinations may propose to the Chairman of the Finance Committee the draft of any amendment of Remuneration to staffs for the conduct of Autonomous examinations or remuneration for question paper setting / question paper scrutiny for consideration and such draft shall be considered by the Finance Committee at the next meeting.
- The Finance Committee may approve the draft of the amendment proposed and pass the amendment or may reject it or return it for reconsideration either in whole or in part, together with changes which the Finance Committee may suggest.
- After any draft returned by the Finance Committee under sub section (3) has been further considered by the Controller of Examinations together with any amendment suggested by the Finance Committee, it shall be again presented to the Finance Committee with the report of the Controller of Examinations thereon, and the Finance Committee may then deal with the draft in any manner it thinks fit.
- Where any amendment has been passed by the Finance Committee it shall be submitted to the Governing Council which may refer the amendment back to the

Finance Committee for further consideration or assent thereto or withhold its assent.

- No amendment passed by the Finance Committee shall be valid or come into force until assented by the Governing Council.

#### **h) Remuneration to the Management Staff**

The Finance committee shall decide on the remuneration of the management staff of the college and shall forward the decision to the Governing council for approval.

#### ***Procedure for approving /making amendments in the Remuneration to the management staff:***

- The Finance Committee may of its own motion take into consideration the draft of amendment to the Remuneration to the management staff.  
[provided that, in any such case, before an amendment is passed, the Finance committee shall obtain and consider the opinion of the Bursar.]
- The Bursar may propose to the Chairman of the Finance Committee the draft of any amendment of Remuneration to the management staff for consideration and such draft shall be considered by the Finance Committee at the next meeting.
- The Finance Committee may approve the draft of the amendment proposed and pass the amendment or may reject it or return it for reconsideration either in whole or in part, together with changes which the Finance Committee may suggest.
- After any draft returned by the Finance Committee under sub section (3) has been further considered by the Bursar together with any amendment suggested by the Finance Committee, it shall be again presented to the Finance Committee with the report of the Bursar thereon, and the Finance Committee may then deal with the draft in any manner it thinks fit.
- Where any amendment has been passed by the Finance Committee it shall be submitted to the Governing Council which may refer the amendment back to the Finance Committee for further consideration or assent thereto or withhold its assent.
- No amendment passed by the Finance Committee shall be valid or come into force until assented by the Governing Council.

## 5. Approval & Review Details

**Approval Authority:**

Manager, St. Berchmans College, Changanacherry

**Officer In charge:**

Principal / Bursur, St. Berchmans College

**Approved on: November 2022**

**Next Review Date: November 2024**

## 6. Feedback:

Stake holders may provide feedback about this document by e-mailing to IQAC.