



**YEAR OF ESTABLISHMENT
2017**

**Our Distinctiveness
We Care, We Nurture, Fostering Excellence Together.**



Ananya College of Ayurved

Attached With Adarsh Ayurved Hospital

MANAGED BY : *Umiya Mata Kadva Patidar Education And Samaj Seva Trust*
KIRC CAMPUS, AHMEDABAD MEHSANA HIGH WAY, KALOL (N.G.)-382721.

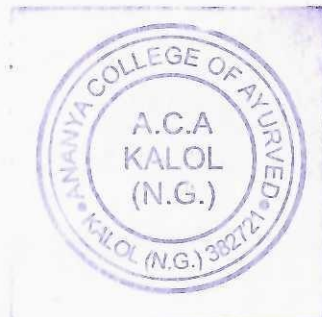
NAAC Criteria No: - 6.4.1 Index

Financial Management and Resource Mobilization

Sr. No.	Particulars
1.	Resource mobilization policy document duly approved by Governing Council committee
2.	Procedures for optimal resource utilization

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DATE:- 28-11-2019

Resource Mobilization Policy Document

Policy Statement - The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the institute.

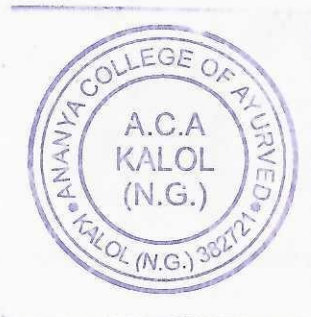
Institute has established a Policy document for various financial authorities as well as methodology for purchases and expenses.

Policy -

- **ANANYA COLLEGE OF AYURVED & ADARSH AYURVED HOSPITAL ,KALOL is a private Un-Aided college (self-Financed institution) managed by the UMIYA MATA KADVA PATIDAR EDUCATION AND SAMAJ SEVA TRUST " where the funds are generated through the fees paid by the students. The fixation of fees is done by Fee Regulatory authority. The other minimal sources of funds for the institute are revenue generated by Hospital, Pathology laboratory, Ayurvedic Pharmacy.**
- **Institutional budget is prepared by Administrative Officer and Principal of college every year taking in to consideration of recurring and non-recurring expenditures as per the requirement submitted by various department of the college.**
- **Due care of the availability of funds and their utilization is ensured by the Head of the institute and Management members. All the funds are properly reviewed and optimally mobilized only after the approval of Honorable Secretary. Purchases are made with the recommendations of duly constituted purchase committee.**

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The Resources are effectively used for as follows:

Academic Expenses:

- Expenses for Research and development.
- Student welfare and Interaction activity
- Expenditure for all cultural and social events
- Expenditure for extension and outreach activities
- Printing and stationery expenses
- Software and Internet Charges
- remuneration to the guests speakers
- Financial support for attending Workshop, seminars, Quiz Competitions, Yoga Competitions, Ashvamedha Sports Competitions, NSS training etc
- Educational Tours and Visits
- participation in different health awareness camps and rally
- Purchase of different equipment, instruments for department and hospital
- Purchase of consumables for laboratories and museums

Library expenses:

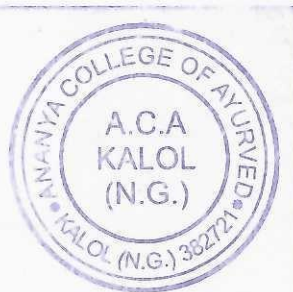
- Purchases of new books, journals. Financial support of librarian for attending training, Internet Facilities expenses, purchase of e-journals, software's.

Administrative Expenses:

- Teaching and Non-teaching Staff Salary
- Staff Welfare and Training
- Property tax payment
- Loan payment
- Electricity bills, water bills, technical and other infrastructural expenses, Repair and expenses, expenditure, Furniture expenses, maintenance travelling expenses.

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Procedures for optimal resource utilization

Before using the available tools, it is extremely important to plan their use. Therefore, the institute plans to use the funds through the annual budget. The process that follows is as follows.

1. The institute and all its constituent units and departments prepare their annual budget, taking into account the strategies defined in the main development policy of the institute
2. This budget will be presented to the Local Managing Committee, which will review the various budget provisions.
3. The budget is presented to the parent body after its approval by the Local Managing committee
4. After approval by the parent body, the budget is sent to implement the items.
5. Actual expenditures were made from the above approved budget.
6. The finance and accounting department of each unit closely monitors expenses.

A budget is a financial plan that is prepared based on an average or short-term forecast made before the beginning of the year. As the year progresses, it is natural that some predictions do not come true as expected. This may affect the annual budget. To account for such events, the institute reallocated money in its processes in the annual budget. This reorganization also follows the aforementioned College Committee and Governing Council of the parent body's approval process


Utilization Monitoring Mechanism:

The use of the Institute's funds is monitored through the following processes/institutional mechanism


1. Pre-audit/internal audit: All transactions go through a pre-audit process where the transaction is checked in detail by a designated accountant. This process is continuous throughout the year.
2. Mandatory audit: An internal audit is from the duly appointed Chartered Accountant/Auditor by the Parent body, M A A K & Associates Ahmedabad who conducts an annual mandatory audit of transactions. They independently verify the financial statements prepared by the institute and its units. After the audit, they present their opinion in the form of an audit report and an audited financial statement.
3. The use of the resources of the development programs proposed by the institute and its units is controlled by the local managing committee.

4. The local managing committee controls and approves the annual budget and the audited annual accounts.

5. The parent body controls and approves the annual budget and the audited annual accounts


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