

## RESOURCE MOBILISATION POLICY


The major source of funds for the college is FEE component and Management assistance. The Management has a policy, wherein the college prepares Revenue and Capital Budget for the year and the same is passed through the Governing council with necessary incorporation if required. On the basis budget passed, college makes procurement.

As per Policy, the college prepares PURCHASE REQUISITION which is duly processed by the Central PURCHASE UNIT and PURCHASE ORDER is generated. Thus, purchases are complied with.

The Capital purchase below Rs.1,00,000/-, the Head of the institution, by following the above said process can procure the orders.

However any CAPITAL Purchases (CAPEX) above Rs .1,00,000/- are referred to CAPITAL PURCHASE COMMITTEE and after due consideration by the committee, the Central purchase is instructed to draw Purchase order.

As per Purchase, the order is delivered by the concerned party to the college. On receipt of the order the college prepares GOODS RECEIVED NOTE (GRN). The Bill, GRN and Delivery challan together is forwarded to Accounts for release and settlement of the bill to the party concerned.



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