

# **Dr. C. V. Raman University**

**Kargi Road, Kota, Bilaspur (C.G.)**



## **RESOURCE MOBILIZATION POLICY**

**Dr. C.V. RAMAN UNIVERSITY**  
**Kargi-road, Kota, Bilaspur**  
**Resource Mobilization Policy**

**1. PREAMBLE**

The University operates student centric policies with focus on skill-based research-driven quality education which should be accessible and affordable by youth of rural and urban areas. The cardinal principle of management in the University is to provide best resources to its students & faculty to meet the above requirement and run the University for realizing the vision and mission of the University. This document draws the policies for resource mobilization in the university. An annual strategic plan will be made by the University every year to plan broad academic activities as well as activities related to administrative, logistic and developmental needs. Similarly, a long term 5-year strategic plan/Institutional developmental plan (IDP) will also be prepared by the University which shall be followed and incorporated. Accordingly, the budget estimates and fund requirements are made. This will be broken into yearly activities and mobilization of resources planned.

**2. RESOURCES**

The University needs three types of resources viz. Human Resources, Equipment & Material Resources and Infrastructural Resources.

**2.1 HUMAN RESOURCES**

The University will ensure that qualified manpower needed to run the educational programs and courses as per the laid down norms of concerned regulatory authority such as AICTE, BCI, PCI, NCTE and UGC is specifically available. For Officers of the University and other supporting staff, the procedure laid down by statutes, ordinances and govt. policies and guidelines will be followed.

**2.1.1 Appointment/Recruitment of Teachers**

The recruitment process for the posts of Assistant Professors, Associate Professors and Professors are laid down by relevant regulatory authorities. The positions and Posts for recruitment of manpower as prescribed by regulating authorities for the department to operate courses of the programs offered will be passed through the University's syndicate body, BOM (Board of Management) and thereafter will be approved by its Executive Council, the GB (Governing Body). For any additional requirement or to fill up the vacant posts the matter will be taken up with the GB through Academic Council by the Board of studies (BoS) of the

respective departments. After approval of GB the University will initiate the recruitment process.

### **2.1.2 Selection Process for Teachers**

According to the vacancies approved by the GB as per the requirement, the Registrar will publish the vacancies as per the statutes in the news-papers (print media) as well as in the university website or electronic media etc. All the applications received will be scrutinized and shortlisted. A Selection Board will be constituted by the University in accordance with laid down norms by the Statute. The Selection Board will have a representative from Regulatory Commission (PURC) and experts of respective department. The Selection Board will carry out interview, demonstration etc to make a panel of selected candidates as per the merit. The Selection Board will be headed by the VC and appointments will be done as per the approved vacancies based on actual vacancies reported against appointment letters issued by the Registrar.

### **2.1.3 Appointment of Non-Technical Staff**

The number of officers/heads/supervisors required for non-technical work is laid down by the statutes, acts and the prescribed norms. The Registrar will take up the matter for effective recruitment as per approval of the GB accordingly.

### **2.1.4 Mobilization of Students against Intake**

The important part of cash inflow in budget outlay is the student admission and resulting fees received from them. In order to ensure that maximum seats are filled against approved intake, the following mobilization plan is implemented -

- **Quality Education & Infrastructure:** The University is to ensure that best teachers and world class infrastructure is available to its students, so the satisfied students' work as the ambassadors to mobilize new admissions.
- **Advertisements & Publicity:** The University should spend certain amount decided in the budget annually on this head to mobilize admissions effectively and create a brand value.
- **Infrastructure & Facilities:** This attracts quality intake and enhances mobility to attract maximum admission. Efforts therefore be made for ensuring world class facilities.
- **Counseling and Guidance:** The Counseling Cell mobilizes admission with quality intake by effective action plan. Counseling Cell will be therefore provided with matching resources to meet the action plan.

## **2.2 MATERIAL RESOURCES (Equipment & Apparatus)**

Based on the University's Strategic Plan and departmental needs of academic programs offered by the university, the basic materials required

for academic Lab, Library and the requirement of other equipment & material resources will be worked out by the BoS of respective departments and consolidated at university level by the Academic Council (AC) through BoM. The requirements will be examined, verified and finalized at Governing Body (GB) level in details.

### **2.3 INFRASTRUCTURAL RESOURCES (Building & Construction support)**

In order to operate the approved academic programs offered by the university effectively and provide administrative support, the academic-building and other administrative and academic infrastructural requirements will be worked out by the “**Infrastructure & Building-Construction-Committee**” of the University in terms of financial load and time needed. The Registrar will provide these inputs in budgetary preparation.

### **2.4 FUNDS MOBILISATION**

On the basis of Student Intake, for faculty-wise academic requirements, Lab/library/equipment/apparatus/glassware/material-need and infrastructural need, the details of funds requirement will be examined and cash inflow/out flow will be worked out through BoS, IQAC, Academic Council (AC), BoM and Finance Committee at syndicate level. A Resource Mobilization Plan will be made and put up to the GB with following broad outlines.

- Cash inflow from fees likely from students
- Cash inflow likely from Govt and Non Govt funding, Consultancy, Alumni Funding, sponsorship/grants and interest etc.
- Cash outflow based on already running programs, newly required enhancement in expenditures, maintenances, administrative expenditure and depreciation. Repayment of earlier loan's interest etc. to be included in cash out flow
- Deficit due to difference between cash inflow and out flow
- The GB will discuss various options to meet the fund deficit. The GB will examine possibility of increasing cash inflow and reducing outflow by cutting on some demands, postponing some needs. After all the deliberations, the GB will tentatively finalize the cash inflow, outflow, deficit and budget outlay.

## **3. MOBILIZATION PLANS**

The GB will deliberate and clear the Budget and Associated Action Plan with following options to maximize Funds Mobilization

### **3.1 Maximize Cash Inflow.**

VC and Registrar will take necessary steps to ensure that admissions are done as per plans, fees is received on time and efforts are made to materialize inflow from fees and other planned resources.

### **3.2 Minimize Cash Out-Flow.**

VC and Registrar will ensure, through proper purchasing process and "Conserve and Care Policy of Running Expenses that cash out-flow is minimum as per approved budget.

### **3.3 Options to Meet the Deficit.**

The net likely deficit will be discussed and finalized for funding by the Governing Body (GB). Following options will be considered -

- (i) Funding by Bank Loan
- (ii) Funding by Sponsoring Body
- (iii) Funding partly by Bank Loan and partly by the University Sponsoring Body and Governing Body (GB) will finalize the options and approve the final plan accordingly

## **4. MONITORING**

The implementation and deviations from the plan will be monitored at the level of Deans, Registrar, Finance Officers and VC and will be discussed at the BOS, AC and BoM. The VC may call periodic meeting of all concerned to monitor the progress and issue suitable instructions accordingly. Any major corrective measures will be applied after approval of the GB, if required.