Unveiling Excellence

Resource Mobilisation Policy

(Chapter - VI, University Policies & Guidelines)

USTM

CHAPTER VI

Resource Mobilisation Policy

INTRODUCTION

University of Science & Technology Meghalaya, an outcome of entrepreneurial effort with its journey starting from 1 computer & 4 students, today has more than 3500 students getting groomed as future human resource. 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 the students & faculty to meet the above requirement and run the University for realising the vision and mission of the University. This document draws the policies for resource mobilization. A five years strategic plan will be made by the University to plan broad academic activities, related administrative, logistic and developmental activities. Accordingly the budget estimates and funds requirement are made. This will be broken into yearly activities and mobilization of resources planned.

RESOURCES

The University needs three types of resources to operate in an efficient and effective manner. First being the Financial Resources which fund the acquisition of Human Resources & Infrastructural Resources, these have to be in tandem for the optimum functioning of the research and academics.

FINANCIAL RESOURCES

We have a robust mechanism and a transparent and well planned financial management system to monitor effective and efficient utilization of resources for development of academic processes and infrastructure. The Resource mobilization policy focuses on achieving the goals and targets of the institution ensuring accountability and transparency. The Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem.

The promoters contributions and the Fees collected are the main source of funds. In the initial period Loans were obtained from NEDFI to kickstart the academic process and build adequate University infrastructure. A part of the surplus funds are kept as fixed deposits, which helps to take care of the financial urgencies of the University as a buffer. An earmarked corpus has also been allocated to incentivize & fuel the research activities of the University.

Mobilization Plans

The BOG will deliberate and clear the Budget and Associated Action Plan with Following Options to Maximize Funds Mobilization.

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.

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.

Options to Meet the Deficit.

The net likely deficit will be discussed and finalised for funding by BOG.
Following options will be considered :-

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

Monitoring

The implementation and deviations from the plan will be monitored at the level of BoM reviewed by BOG. Any major corrective measures will be applied after approval of the BOG, if required.

Resource Mobilization

- **Promoter's Contribution:** The promoter of the university contributes from time to time in order to bridge the gaps of available cash flow against expansion plan and sudden expenditure needs.
- **Bank Loan:** Bank Loan can also be availed to facilitate bridging of cash flow vs expansion plan gaps.
- **Student Fees:** The major source of fund is generated through the fees received from students which includes the admission, examination and tuition fees. The Fees structure is decided on recommendation of Board of Governors based on internal financial strength.
- **Bank interest**: The interest from the bank is utilized for internal research and innovation related activities of the university.
- **Grants from Government & Non-Government Agencies**: The University seeks to mobilize government and nongovernment grants for the improvement of its knowledge resources and institutional infrastructure. Proposals for same to be submitted to relevant authorities like UGC, DST, DBT, ICSSR, MoFPI, MoMA, NSS, EDII, State Government, etc.
- **Alumni Contribution**: The University engages with its alumnae in exploring revenue-generation avenues to fund the expansion plans.
- **Consultancy, Training & Miscellaneous**: Consultancy and corporate training assignments are to be taken up for exposure as well as revenue.

Resource Utilization

The infrastructure of the University is utilized imaginatively and to the optimum.

- **Building, Roads and Horticulture:** Depending on the intake planned the infrastructure is kept upgraded every year. The campus roads are planned and green cover is maintained to connect with environment.

- **Computer Laboratories:** The laboratories accommodate multiple related courses. The Time tables are made in such a way that the all the departments can utilize the computer labs for their curriculum.
- **Seminar Halls & Auditoriums:** The Seminar Halls, Multipurpose Halls and the Auditoriums with optimum usage by prior booking by departments.
- **Libraries:** The University has a Central Library along with departmental libraries. The Central Library functions as a composite knowledge resource centre and is an example of optimal infrastructure and time utilization.
- **Sports and other amenities:** We have various outdoor and indoor sports facilities with trained and experienced coaches available.
- **Outreach and Welfare:** We consciously allocate our resources to conduct social connect and contribution, creating relevance for the academic process.

Procedures for Resource Mobilization:

- The Board of Governors approve the annual budget of the University
- The Board of Management regulates and administers the revenue and property of the university.
- Finance Committee examines and monitors the accounts and scrutinizes the university proposals for expenditure and the Finance Officer is responsible for formulating the annual budget of the university.
- Internal Audit is conducted by independent Chartered Accountants regularly.
- The Statutory Financial Audit is conducted by chartered accountant every financial year to verify compliance and Statement of Accounts is generated and audited counter signed by the promoters.

HUMAN RESOURCES

The University will ensure that qualified manpower needed to run the educational courses as per the laid down norms of concerned regulatory authority is available. For Officers of the University and other supporting staff the procedure laid down by statutes, ordinances and the University Human Resource Policy guidelines.

Appointment of Faculty

The posts of Assistant Professors, Associate Professor and Professors are laid down by relevant regulating authorities like AICTE, NCTE, etc. Posts as prescribed by regulating authorities for the department to operate courses will be approved by BoG. For any additional requirement or to fill up the vacant posts the matter will be taken up with the BoG through Academic Council by respective Depts. After approval of BoG the University will initiate the recruitment process.

Selection and Recruitment Process for Teachers

As per the vacancies approved by the BOG requirement as per the statute, the Registrar will publish the vacancies in the newspapers. All the applications will be scrutinized by Registrar. A Selection Board will be constituted by the University in accordance with laid down norms by the Statute. 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. Appointments will be done as per the approved vacancies based on actual reporting against appointment letters issued by the Registrar.

Appointment of Non-Technical Staff

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

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 following mobilization plan is implemented-

- **Quality Education & Infrastructure.** The University is to ensure that best teachers and world class infrastructure is available so the satisfied students' work as 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.
- **Counselling and Guidance.** The Counselling Cell mobilizes admission with quality intake by effective action plan Counselling Cell will be therefore provided with matching resources to meet the action plan.

INFRASTRUCUTRAL RESOURCES

Based on the Strategic Plan the requirement of equipment & material resources will be worked out by respective departments in BoS and consolidated at university level by Academic Council and BoM. The requirement will be examined at BoG level in line with the Infrastructure Management Policy guidelines.

In order to operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements will be worked out by the Building Committee in terms of financial load and time needed. The Registrar will provide these inputs in budgetary preparation.

This policy is liable to be updated from time to time to facilitate smooth operation of the academic process and accommodate the requirements toward fulfilment of the Vision and Mission of the University.

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