

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



RESOURCE MOBILIZATION POLICY



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	SDUAHER Resource Mobilization Policy	
Short Description	Policy and guidelines on Resource Mobilization applicable to teaching and non-teaching staff	
Scope	This policy is applicable to all faculty and non-teaching staff of the constituent colleges and departments of SDUAHER (Deemed to be University).	
Policy status	☒ Original ☐ Revised	
Date of approval of Version 1	12 October 2020	
Revision No.	0	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines	Policy and guidelines on welfare measures applicable to teaching and non-teaching staff	
Details of division	Date of Revision	Approved by



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

(A Deemed to be University declared under Section 3 of UGC Act 1956)

Comprising Sri Devaraj Urs Medical College

[Constituent unit of Sri Devaraj Urs Educational Trust for Backward Classes (Regd.)]

TAMAKA, KOLAR-563 103, KARNATAKA, INDIA

Ph: 918152-243003, +91 9448395232, Fax : +918152 - 243008 E-mail - registrar@sduu.ac.in / office@sduu.ac.in. Website: www.sduu.ac.in

No.SDUAHER/KLR/ADMN/ 1321 /2020-21

Date : 12th Oct. 2020

NOTIFICATION

Sub: Implementation of

- 1) Staff Welfare policy.
- 2) SDUAHER Resource Mobilization policy.
- 3) E-governance policy.
- 4) RLJ Incubator policy.
- 5) Administrative operational policy.
- 6) Human Resource policy.
- 7) ICT policy.

- Ref:**
1. Proceedings of the 36th meeting of the Academic Council held on 30th Sept. 2020
 2. Proceedings of the 59th Meeting of the Board of Management held on 9th Oct. 2020.
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In accordance with the decisions taken in the meetings of the Academic Council and the Board of Management cited at above references, The Academy has decided to implement the following policies :

- 1) Staff Welfare policy.
- 2) SDUAHER Resource Mobilization policy.
- 3) E-governance policy.
- 4) RLJ Incubator policy.
- 5) Administrative operational policy.
- 6) Human Resource policy.
- 7) ICT policy.



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Accordingly, The Academy hereby announces and notifies the above decision and shall come into effect from the date of notification.



Registrar
Sri Devaraj Urs Academy of Higher
Education and Research
Tamaka, Kolar - 563 103.

Copy to:

1. P.A. to V.C., SDUAHER.
2. The Dean, Faculty of Medicine, SDUAHER.
3. The Dean, Faculty of Allied Health & Basic Sciences, SDUAHER.
4. The Controller of Examinations, SDUAHER.
5. The Principal, SDUMC.
6. The Finance Officer, SDUAHER.
7. The Medical Superintendent, RLJH&RC.
8. The Head, HRM, SDUAHER.
9. The Director of Academics, SDUAHER.
10. The Director (R & I), SDUAHER.
11. The Director, UCHPE, SDUAHER.
12. The Director, PG Studies, SDUAHER.
13. The Director, MACC, SDUAHER.
14. The Coordinator, IQAC, SDUAHER.
15. The Executive Engineer, SDUAHER.
16. The Prof. & HoDs of all the departments, SDUMC.
17. The Prof. & HoDs of all the departments, Faculty of AH & BS, SDUAHER.
18. I/c I.T. Officer, SDUAHER.
19. O/c.

1.0 Introduction

The Academy 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 Academy is to provide best resources to the students & faculty to meet the above requirement and run the Academy for realising the vision and mission of the Academy. This document draws the policies for resource mobilization. A ten years strategic plan will be made by the Academy to plan broad academic activities, related administrative, logistic and developmental activities. Accordingly, the budget estimates and funds requirement are made. This will be broken is to yearly activities and mobilization of resources planned.

2.0 Resources

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

2.1 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 govt policies will be followed

2.1.1 Appointment of Teachers

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

2.1.2 Selection and Recruitment Process for Teachers

As per the vacancies approved by the BoM requirement as per the statute, the Registrar will publish the vacancies in the newspapers. All the applications will be scrutinized by HRD (Est). A Selection Board will be constituted by the Academy in accordance with laid down norms by the Statute. The Selection Board will have a representative from Regulatory Commission 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. Appointments will be done as per the approved vacancies based on actual reporting against appointment letters issued by the Registrar.

2.1.3 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 BoM.

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 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.

3.0 EQUIPMENT & MATERIAL 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 Bom level in details.

4.0 INFRASTRUCUTRAL RESOURCES

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 Finance Officer and Executive Engineer in terms of financial load and time needed. The Registrar and Finance Officer will provide these inputs in budgetary preparation.

5.0 FUNDS MOBILISATION

On the basis of Student Intake, Faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement will be examined and cash inflow/out flow will be worked out at PMB, BoM and Finance Committee. A Resource Mobilization Plan will be made and put up to the BoM 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 inflow likely from the teaching hospital also generates revenue by way of sophisticated, investigations like MRI, CT Scan and super specialty services.
- Cash outflow based on already running programmes, newly acquire, enhancement in expenditures, maintenances, administrative expenditure and depreciation. Repayment of earlier loans interest etc included in cash out flow
 - Deficit due to difference between cash inflow and out flow
 - The Finance Committee will discuss various options to meet the fund deficit. The Finance Committee will examine possibility of increasing cash inflow or/and reducing out flow by cutting on some demands, postponing some needs. After all the deliberations the BoM will tentatively finalize the cash inflow, outflow, deficit and budget outlay.

6.0 MOBILIZATION PLANS

The BoM 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 are 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 BoM. 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 GB will finalize the options and approve the final plan accordingly

7.0 MONITORING

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