

# Resource-Mobilization-Policy



  
**REGISTRAR**  
ATLAS SKILLTECH UNIVERSITY

## **POLICY COVER PAGE**

<b>1</b>	<b>Name of Policy</b>	Resource Mobilization Policy
<b>2</b>	<b>Brief Description of the Policy</b>	The Resource Mobilization Policy provides a strategic framework for the efficient management, allocation, and augmentation of financial and non-financial resources within ATLAS SkillTech University. It ensures optimal utilization of existing resources while identifying and leveraging new avenues for resource generation such as government grants, industry partnerships, alumni contributions, endowments, and research funding. The policy sets forth guidelines for budget planning, prioritization of academic and infrastructure needs, and sustainability of operations. It aims to support the University's vision of academic excellence, innovation, and inclusive growth by promoting transparency, accountability, and long-term financial resilience.
<b>3</b>	<b>Approved by</b>	<b>Governing Body</b>

## **POLICY DESCRIPTION**

### **1. Introduction**

The Resource Mobilization Policy shall dictate guidelines and procedures for acquiring and managing resources needed to support the activities and mission of the University. This policy shall aid in ensuring that resources are effectively and efficiently utilized. Further the University shall sustain its operations and achieve its objectives. It shall help to establish accountability and transparency in resource management, and sets forth guidelines for fundraising, budgeting, and financial management. Additionally, a Resource Mobilization Policy shall help University to identify new opportunities for resource acquisition and diversify their funding sources. Overall, the goal of a Resource Mobilization Policy shall be to enable a University to effectively mobilize the resources it needs to carry out its work and achieve its goals.

### **2. Policy Statement**

The fundamental ideology of university administration shall be to furnish educators and students with the resources possible to fulfil the requirements and to govern the institution in a way that advances its vision and mission.

#### **A) RESOURCES OF UNIVERSITY:**

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

##### **1) Human Resources:**

The critical the human resources for the University shall be Teaching Staff, Non-teaching Staff and Students.

##### **a) Teaching Staff:**

###### **i) Sanctioning of Faculty requirement:**

The standard operating procedure needs to be followed for getting approval of faculty requirement pertaining to each school. The eligibility criteria for the appointment of Assistant Professors, Associate Professor and Professors shall be as per the UGC regulation for the UGC Regulations for appointment of Teachers & other academic staff in University.

###### **ii) Selection and Recruitment Process for Teachers:**

As per the vacancies approved by the governing board, the vacancies shall be advertised. The Registrar shall identify and delegate the application scrutinization process to appropriate authority. Once the eligible candidates are recommended by this appropriate authority, a Selection Committee shall be constituted by the Registrar in accordance with laid down norms by the First Statutes of the University. The Selection Committee shall then conduct interview, demonstration etc. for shortlisting of the candidates in order of merit. The offer letters shall be issued to the

shortlisted candidates after the receipt of the duly signed Selection Committee Report. The appointment letters shall be subsequently issued to the candidates who have accepted the offer and expressed willingness to join the University.

**b) Non-Teaching Staff:**

Non-teaching staff members for the other administrative duties shall be appointed as per Human Resource Policy approved by Governing Board

**c) Mobilization of Students Against Intake**

The student's admittance and any associated fees towards it shall play significant portion of the budget's financial inflow. The mobilization plan dictated below shall ensure the sanctioned intake is filled by the University to its maximum permissible limit.

- i) **Excellence in Education:** The University shall provide the best quality teaching professionals to students so that these students will act as University ambassadors for mobilizing the new admissions.
- ii) **Promotional Plan:** The University shall allocate and spend certain amount decided in the budget annually to mobilize admissions effectively and contribute to brand value.
- iii) **University infrastructure & facilities:** The University shall provide best infrastructure to attract quality intake and to enhance mobility to attract maximum admission.
- iv) **Counselling:** The Counselling Cell shall play a crucial role in mobilizes admission with quality intake by developing effective strategies.

**2. Equipment & Material Resources**

Based on the Institution development plan / Perspective Plan / Strategic Plan the requirement of equipment & material resources shall be determined by respective school in their Board of Studies and shall be recommended by Academic Council and BoM. The requirement shall be examined at Governing Body level in details as per the financial authorities allocated to these statutory bodies.

**3. Infrastructural Resources**

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

**4. Financial Resources**

On the basis of Student Intake, Faculty requirements, activities to be conducted under individual school and teaching infrastructure requirement the detailed budget to be raised from each school in the proforma prescribed by the Chief Finance & Accounts Officer of the University. Budgets received from individual schools shall be consolidated at University level and shall get approved by the Governing Body of the university as stated under the University

Act. The Resource Mobilization Plan shall be made by the Chief Finance and Accounts Officer and shall include:

- i) Cash inflow from fees likely from students
- ii) Cash inflow likely from Govt and Non Govt funding, Consultancy, Alumni Funding, Sponsorship/grants and interest
- iii) Cash outflow determined by ongoing programmes, new purchases, increases in expenses, on account of maintenance, administrative costs, and depreciation. repayment of interest on prior loans
- iv) Deficit (if any) due to difference between cash inflow and out flow

The Governing Body shall discuss and recommend ways to attain the fund deficit (if any). The Governing Body shall examine possibility of increasing cash inflow or/and reducing out flow through appropriate measures. After all the deliberations the Governing Body shall tentatively finalize the cash inflow, outflow, deficit and budget outlay.

#### **B) MOBILIZATION PLANS:**

Based upon the budget presented the Governing Body of the University shall propose the strategy or strategies to maximize funds mobilization from the alternatives given below:

- i) **Maximize Cash Inflow:** Vice Chancellor and Registrar shall take necessary actions 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 including Non Govt funding, Consultancy, Alumni Funding, Sponsorship/grants and interest etc.
- ii) **Minimize Cash Out Flow:** Vice Chancellor and Registrar shall ensure, through proper purchasing process that cash out flow is minimum and as per approved budget.
- iii) **Options to Meet the Deficit:** The net likely deficit (if any) shall be discussed and finalised for funding by Governing Body

#### **C) MONITORING:**

The execution and deviations from the plan be observed at the level of Finance Committee. The Board of Management and Governing Body shall be called to address and resolved the concerns as and when needed.