Policy on Resource Mobilization and Optimal Utilization of Resources

(Policy on Resource Mobilization and Optimal Utilization of Resources- 2023)

Ref. No. RLJIT /NAAC/2022-23/Policies/033

Approved by Institute Council Meeting on 30/01/2023

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POLICY ON RESOURCE MOBILIZATION AND OPTIMAL UTILIZATION OF RESOURCES

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I.   Introduction

Higher education institutions, especially every autonomous Institution is required to have a policy that enhances academic activities and helps in mobilising resources for the better utilisation of possible streams of support towards the fulfilment of desired outcome of the University.

The Resource mobilisation and optimal utilisation of resources policy document serves to Identify the resources available for various program for efficient management of funds and to widen the resource base for the attainment of the set goals. The document outlines the procedures for efficient utilisation of generated funds.

II.   Objectives

1) Differentiate and expand our financial resource base in supporting the achievement of the strategic plans, goals and overall growth.

2) Identify and analyse the resources available for programme priorities, policies, research, infrastructure upgradation and maintenance in addition to efficient budget allocation.

3) Understand and analyse the current funding landscape, resource availability and support commitment from stakeholders and agencies.

4) Maximize use of internally generated income so as to expand meaningful relations with stakeholders.

III.   Sources

Fees collected from students, deposited in the trust Account: It is utilized for meeting the expenditure of essentials.

a) Funds generated through the following activities

The fund can be generated through following sources;

- Research Consultancy
- Research Funding Projects
- Alumni Contributions

- Rent from Infrastructural facilities.

IV.   Policy Statements

- The Board of Management monitors the optimal utilisation of the funds for the smooth functioning of the institution.
- Finance officer in consultation with the Board of Management is responsible for the management of funds.
- The income and expenditure of the Institution is in accordance with the annual budget.
- Annual Budget is prepared based on the previous year expenditure. Transparency and accountability are ensured by conducting annual audit of the statements.
- External Auditors are appointed by the BoM, the highest administrative body of the University. They prepare the balance sheet of the institution.
- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres.
- The management provides financial supports to seminars/workshops/expert talks/Association activities/Faculty Development programmes.
- Scholarships and free ships to the deserving students.
- Provident fund (PF) and Employee State Insurance (ESI) benefits are provided to the regular employees of the Institution.
- Maximize use of internally generated income so as to expand deep relation with stakeholders.
- University shall identify the areas which require more thrust for improvements, and all possible ventures of resource mobilization.
- Special encouragements shall be made to all forms of asset building programmes.
- Innovative strategies shall be employed to the benefit of identifying and mobilising funds. The academic community shall be encouraged to come with their suggestions on mobilising the funds and its utilisation for the academic activities.
- Infrastructure facilities such as Auditorium, Swimming Pool, Sports facilities can be given as rental purpose to the nearby community and government organization.
- Language Lab and Centre for Computing facility can be used by nearby Community and Sister Institutions.

V.   Maintenance

In addition to resource mobilization, every effort is made to maintain the existing resources. The institution has a well-established procedure for maintenance of infrastructure and equipment. This is primarily achieved through the monitoring of various committees such as Planning and Monitoring Board, Academic Council and other statuary bodies.

a. General Maintenance

- Building maintenance and infrastructure upgradation is achieved through regular monitoring by the Management and the Planning Committee and devising suitable proposals for implementation.
- Allocation of adequate budget for annual maintenance of institution infrastructure by the management.
- Sufficient support staff is maintained to upkeep infrastructure including toilets.
- Painting, roof maintenance plumbing maintenance and repairs done, including sewer systems as per requirement.
- Mechanical equipment's are repaired regularly.
- Provisions of Classroom Maintenance including furniture, doors and windows.
- General and emergency repairs are done with the management or department funds.
- The water tanks and well are cleaned regularly.

b. Laboratory Maintenance

- A cost-effective approach is followed for the laboratory maintenance. Annual stock verification of chemicals, glassware and all other lab equipment done.
- Mechanical and lab equipment are repaired and maintained by the lab assistants and complicated repairs are done with the help of department funds.
- Calibration and Refurbishing of laboratory equipment are done regularly.
- Wastage from laboratories is minimized using green protocol.

c. ICT Maintenance

- System Administrator is responsible for maintenance of major equipment, ICT instruments and UPS.
- LCD Projectors and others ICT tools will be serviced as per Annual Maintenance Contract (AMC).
- In order to minimize e-waste, computers are serviced and reused.
- e-Wastes are properly disposed as per the policy of the university.

d. Library Maintenance

- As part of automation of library an integrated library management software KOHA is used.
- Maintenance and utilization of library resources are done through strictly following the library rules. The maximum period of loan for books is 14 days.
- A book, if damaged or lost by a member, has to be compensated with fine.
- Library facilities are open to the neighbouring community.

e. Sports facilities maintenance

- Department of Physical Education monitors the maintenance of sports facilities of the institution.
- Regular inspection and maintenance of sports equipment and of sports field.
- Giving top priority to the safety of the players by renewing protective guards.
- Hiring professionals for special sports training and field maintenance.
- The equipment in Gymnasium are regularly serviced and new ones purchased as per requirement.

VI. Optimum Utilization

- Examination hall and the classrooms utilized for the conduct of various public service examinations on weekends and holidays.
- Language and computing lab shall be utilized for International Certification such as SAP, BEC, CLAD, AWS, Microsoft Cloud Fundamentals, JAVA OCJP, MCSP etc.,
- Central Computing facility and other labs shall be used for Placements and other Institution off campus drives.
- Annual Stock verification is done for each department to ensure the optimal Utilization of resources.
- Fund received from alumni, Philanthropists and other non-government bodies can be used for development and maintenance of infrastructure facilities.
- Infrastructure facilities such as Auditorium, Swimming Pool and other Sports facilities can be rental purpose to the nearby community.
- The Rent from infrastructural facilities can be used for refurbishing the same.

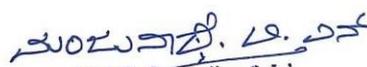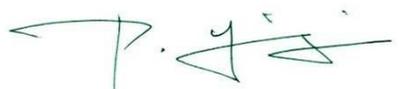- The Rent for the Infrastructural facilities as follows:

S. No	Infrastructural facility	Amount (in Rupees)
1	Auditorium	5000 per Event
2	Swimming Pool	7000 per Event
3	Sports Ground	1000 per Event
4	Indoor Sports	2000 per Event
5	Gym facility	2500 per Event
6	Classroom	10 per class room
7	Lab/ Seminar Hall	500 per day
8	Other Infrastructural facilities such as Stall/Kiosk	500 per day

VII. Monitoring:

The implementation and deviations from the Policy will be monitored at the level of Directors, Registrar, Finance Officer and Vice Chancellor and discussed at the Board of Management (BoM) meeting.

Vice Chancellor 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.

Policy Preparation and Verification Team

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