



Uttar Pradesh Rajarshi Tandon Open University

University Accredited with B⁺ by UGC-NAAC

Resource Mobilization Policy



Draft Committee

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विश्वविद्यालय
राजर्षि तण्डन
उत्तर प्रदेश
राजर्षि तण्डन
विश्वविद्यालय
राजर्षि तण्डन
उत्तर प्रदेश

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Resource Mobilization Policy

Uttar Pradesh Rajarshi Tandon Open University (UPRTOU) is the only State Open University in Uttar Pradesh, established under its Act No. 10 of 1999. It has earned a reputable place among the leading academic institutions that offer higher education through open and distance mode. The university is experiencing an accelerated growth in various domains of its operations. Currently, it is running more than 120 academic programs, including degree, diploma, certificate and research programmes in diverse disciplines. These programs are offered through over 1300 study centers located throughout the state and these study centers are well coordinated by 12 Regional centers located strategically across the UP.

The resource mobilization policy focuses on attaining the institution's goals and targets set for catering to the needs of its learners, and other stakeholders while maintaining the accountability and transparency. The Executive Council, Finance Committee and administrative officers oversee and monitor the best use of finances for the development and maintenance of a learner-centric ecosystem.

- The Institution is a non-profit organization that is centrally controlled and has honorary Executive Council (EC) and administrative officers to ensure that the cash generated is utilized wisely inside the institution.
- The Finance Officer with the permission of Finance Committee, Executive Council and consented by the Vice Chancellor is responsible for managing the finance of the university. He puts up proposals for funding and rational utilization of funds before the Statutory bodies for decisions.
- When new programmes, centers and events are developed, funds are allocated to fulfill the institution's infrastructure needs.
- Seminars/workshops/expert talks/departmental activities/Faculty Development programmes receive financial support from the administration or Govt. or grants from various other institutions.
- Academic, extracurricular and innovative activities are prioritized, and adequate funding will be supplied for community-oriented social and cultural activities.
- Finance Officer is responsible to look after provident fund (PF) and employee state insurance (ESI) and other benefits with the approval of vice-chancellor and respective statutory bodies.
- Utilization of funds is to be prepared and submitted to their relevant government departments funding institutions.
- The institution's financial resources are as follows:-
 - Fees realised from learners
 - Government funds- Grants (Central and State)
 - University Development Fund and Annual resources (Including Rents)
 - Alumni Contribution
 - Endowment funds
 - Interests realised on different deposits.

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Funds Mobilization:

- The following are the component of Resource Mobilization Plan that should be reflected in annual budget.

Sr. No.	Accounts Head	Type of Expenditure
1.	Research Promotion	<ul style="list-style-type: none"> All money sanctioned as seed money for research projects. Research awards amount. Any equipment purchased for research purpose. Purchase of stationery item for research Travel for research Any fund sanctioned for paper presentations etc. AC electricity bills for research labs. Honorarium to research persons if any workshop/lecture is conducted on Research methodology, IPR, Entrepreneurship or any extension lecture Amount spent on any research publication by university. Amount spent by university on conferences/ symposium for seminars. Amount spent on Journals
2.	Infrastructure Development & Budget	<ul style="list-style-type: none"> Any building/Room Construction New Furniture New Electric work ICT based Infrastructure/ Projector/ Computers/ Laptops /UPS/ Printers/ Camera etc, Hiring: Software purchase/ any automation hiring or wifi / broadband/ Telephone facility, Residential and Guest House Facility new construction or purchase Library expenditure Any vehicle purchase Scientific Equipment Purchase of books Sports facilities
3.	Maintenance (A) Academic Facilities (B) Physical Facilities	<u>Academic Facilities:</u> <ul style="list-style-type: none"> Amount spent on renovation of class rooms, labs Any repair of equipment, computer/printer /camera etc. Software renewal updation Any annual maintenance charges of equipments Toner refilling etc.

		<ul style="list-style-type: none"> Expenses against Books Restoring in library Purchase of Chemicals/stationary/specimen All expenditure in Examination branch <p><u>Physical Facilities:</u></p> <ul style="list-style-type: none"> Electrical repair/ furniture/Buses repair health club maintenance Expenditure Sports facilities maintenance etc.
4.	Alumni Contribution Fund	<ul style="list-style-type: none"> Amount spent on holding alumni meet and also on Advertisements. Spent on the heads as indicated by the contributor(s) such as on infrastructure building scholarship/ medals/fellowships etc.
5.	Staff welfare	<ul style="list-style-type: none"> Membership fee of professional bodies. fee waiver for staff Awards/ Honours during Special events Loans NPS, EPF, ESI (Employer's contribution) Group Insurances Medical support and contribution Amount spent on farewell function's Amount spent on teachers/ non- teaching training programs, Honorarium. etc.
6.	Scholarship/ Concession	<ul style="list-style-type: none"> Scholarship offered by Government agencies/ Non-Government agencies (Private Donors) Tuition fee concession for different target groups for upliftment of their education.
7.	Learner Support Services	<ul style="list-style-type: none"> Amount spent on capacity & Skill enhancement activities Yoga Instructor and activity camps Health club Instructor/ IELTS/ Spoken English/ Foreign language Teachers Health club infrastructure. Placement activities Career counseling/ Personality Development including stay and food, Defense classes. Medial activities facility at examination centers. SLM development Educational tour & Training On establishment and Operational Tool & Techniques of Grievance handling mechanism.

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8.	Green Initiatives	<ul style="list-style-type: none"> • For establishment, maintenance & audit of GREEN CAMPUS activities • For establishment, maintenance & audit of HEALTHY CAMPUS ENVIRONMENT (Clean Campus) activities • For establishment, maintenance & audit of ALTERNATIVE ENERGY sources
9.	<p>University Endowment Fund (Corpus Fund)- Corpus fund once will be created for designated purpose out of the saving of the University till the date of creation. The interest realised from them will be spent on the same head in addition to the budgeted amount. No money from corpus fund will be taken out without the approval of 'EC'.</p> <p>corpus fund is created for long term safety and security of university and its stakeholders. Also, it will be helpful in smooth running of the university in case of any unforeseen adversities.</p>	<ul style="list-style-type: none"> • For Wages and Salaries- The seed money should be 100 cr. with 20% yearly contribution from the university Surplus. • For Development and infrastructure- The seed money should be 20 crore. with 10% yearly contribution from University Surplus. • For Incubation- The seed money should be 2 crore. • For Research and development- The seed money should be 5 crore. • For Library- The seed money should be 5 crore. • For Learners Support- The seed money should be 5 cr. with 20% yearly contribution from university Surplus. • For Staff Welfare- The seed money should be 2 cr. with 10% yearly contribution from University Surplus.

By *sk* *sh* *g*

Process to be followed to ensure accountability and Transparency in purchase:

Non recurring:

Purchase: First of all demand is put up by head of the school pertaining to certain purchase which enclose estimated cost of equipment to be purchased along with possible suppliers. The other details like immediate requirement or time limits for supply are also specified. Then demand is approved by committee in form of sanction letter which is endorsed by Registrar. This is followed by call for quotations from different vendors (As per Government Norms) and after obtaining quotations a comparative chart is drawn. Then, purchase order is sent to vendor which meet conditions for supply along with minimum cost. On receipt of equipment stock and gate entry is made by receiving department and end user certificate is issued which pertain that enduser is satisfied with functioning. All purchase process will be based on as per govt. guidelines .

Recurring:

The requirement of conducting certain activities like extension lectures, workshops, training, hiring, consumable etc. is discussed in concerned schools with the help of CIQA or advisory committee, if this falls under specific grant. Then expenditures done on above stated heads as per need. Then complete expenditure is discussed in next meeting along with details of activities performed. **Sample Documents are given below:-**

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Annexure-01

Demand for Purchase of -----

..... requires the following item. under..... grant.

Sr. No.	Item	Quantity
1.		

It is certified that the items projected for purchase is minimum inescapable, so we request to procure the items from following vendors :

1.

2.

3.

Delivery Period : immediately/time period

Estimated cost per item

Sr. No.	Item	Quantity	Estimated Cost per item (Rs.)
1.			

(s)

Signature
(Authorize Signatory
with name and seal)

Recommended to Purchase Committee of _____

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Buy
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MR
SPZ
✓

Sanction Certificate

Purchase of for School of

A demand has been received from School of for the following item undergrant.

Sr. No.	Item	Quantity
1.		

The budgetary quote for the same as provided by the User department is approximately Rs The probable supplier for the above item as provided by the user is as under.

- 1.
- 2.
- 3.

The demand is urgent/time bound . The delivery date is within..... days of PO. The inspection will be done by the User based on their requirement/specifications. The proposal for floating limited tender inquiry to probable supplier including registeredsupplier is placed opposite in the file for perusal, approval and sanction may be accorded.

Purchase Committee

Signature
(Authorize Signat
with name and seal)

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Buy
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Annexure-03

To

.....
.....
.....

Dear Sir,
Please provide us your sealed quotation with best possible rates for the supply of following item:

Sr. No.	Item	Quantity

For any other detail, the interested company/ supplier can contact the office of undersigned or members of the purchase committee.

The Sealed Quotation for the above said should reach the office of undersigned by
by Am/Pm.

Thanking You

Purchase Committee:

Signature
(Authorize Signatory
with name and seal)

By 14/2 [Signature] 189 9

Annexure-04

UPRTOU Prayagraj,
 Comparative Chart for purchase of
 under gram

Sr. No.	Item	Required Quantity	Rate per unit(Rs.) (Including GST etc.)	
			Supplier 1	Supplier 2
1.				
Total				

Recommendations of Purchase Committee

Rates quoted by are minimum for the Purchase of..... with the given specifications. So committee recommends these items to be purchased from

Sr. No.	Specification of Item	Rate approved per Item (Rs.)	Required Quantity	Total Amount in Rs.
1.				
			GST 18 %	
			Grand Total	

Purchase Committee:

Signature
 (Authorize Signatory
 with name and seal)

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 [Handwritten signatures and initials]

Annexure-05

To,
.....
.....
.....

DATE:-

Subject: Purchase order of

Dear Sir,

I am pleased to inform you that rates quoted by your company for purchase of following item have been approved so kindly supply the listed items by

Sr. No.	Specification of Item	Rate approved per Item (Rs.)	Required Quantity	Total Amount
1.				
			GST 18 %	
			Grand Total	

Terms and Conditions:

1. Delivery date as per PO.
2. Payment will be made after receipt of equipment.

Signature
(Registrar)
(with name and seal)

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End User Certificate

It is certified that the following item have been received in good and acceptable condition and conforming to the requirement as projected through the demand.

Sr. No.	Item	Quantity
1.		

PLACE:
DATE :

Signature
(End User)

By 145 [Signature] [Signature] [Signature]

Purchase of

This case pertains to Purchase of for the School

Sr. No.	Item	Quantity
1.		

The demand received from above school is at Page No: 01. The total budgetary quote is approximately Rs.....-. Accordingly the purchase was carried out as per Rule, (Page no.). Sanction letter is at Page No. Tender/quotations was floated to the registered suppliers. The Comparative Chart is placed at Page No Accordingly a Purchase Order to the lowest Tender M/s. for Rs..... (Including GST 18%) as recommended by the purchase committee and approved by the Vice Chancellor is placed at Page No Item has been received by the user and the End User Certificate is placed at Page No: This has been procured for grant.

Submitted for perusal and approved, please.

Signature
(Sanctioned Authority)

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