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हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
(शैक्षणिक शाखा /Academic Branch)

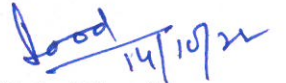


धर्मशाला -176215,

दिनांक: 14 अक्टूबर, 2022

### **OFFICE ORDER**

On the recommendations of the Committee, the Hon'ble Vice-Chancellor has been pleased to accord his approval to implement / channelize the institutional strategies in mobilization of funds and the optimum utilization of resources to provide best resources to the students & faculty to meet the student centric policies with focus on skill based research driven quality education. The terms & conditions of Resource Mobilization Policies is at **ANNEXURE-I.**

  
(Prof. Vishal Sood)  
Registrar

**Encl: As stated above.**

**Endst. No. Even.**

**Dated:** 14 October, 2022

**Copy to the following for further necessary action:**

1. The Dean (Academic), Central University of Himachal Pradesh, Dharamshala.
2. The Secretary to VC, Central University of Himachal Pradesh, Dharamshala.
3. The Dean Students Welfare, Central University of Himachal Pradesh.
4. All Deans of various Schools, Central University of Himachal Pradesh.
5. All Heads of various Departments, Central University of Himachal Pradesh.
6. All Directors of different Centres, Central University of Himachal Pradesh.
7. The Controller of Examinations, Central University of Himachal Pradesh, Dharamshala.
8. The Librarian, Central University of Himachal Pradesh.
9. The Director (Research), Central University of Himachal Pradesh, Dharamshala.
10. The Finance Officer, Central University of Himachal Pradesh, Dharamshala.
11. Assistant Registrar, VC Secretary-for the kind information of Hon'ble Vice-Chancellor, pl.

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# CENTRAL UNIVERSITY OF HIMACHAL PRADESH

## Resource Mobilization Policies

### > INTRODUCTION

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 realizing 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 is to yearly activities and mobilization of resources planned.

### > RESOURCES

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

### > 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.

### > APPOINTMENT OF FACULTY

The posts of Assistant Professors, Associate Professor and Professors are being created on the recommendations of Academic Council and Executive Council followed by the approval of UGC and Ministry of Education. For any additional requirement or to fill up the vacant posts the matter will be taken up with the EC/UGC/Ministry of Education through Academic Council by respective Depts. After approval of EC the University initiates the recruitment process.

### > SELECTION AND RECRUITMENT PROCESS FOR TEACHERS

The faculty strength of each department of CUHP is approved by University Grant Commission and Ministry of Education. Once the vacancies are approved, an advertisement is floated by the Registrar through leading newspapers/electronic media/website of CUHP. The applications so received are subject to scrutiny by the scrutiny committee constituted for this purpose. All the applications will be scrutinized by the Office of Registrar. A Selection Board will be constituted by the University in accordance with laid down norms by the Statute/Ordinance. The Selection Board will carry out interview, demonstration etc to make a panel of selected candidates as per the merit. The recommendations of selection Board are kept in a sealed cover which is opened by the Executive Council. The Selection Board will be headed by the VC. Appointment letters are issued by the Registrar after due approval of the Executive Council.

### > APPOINTMENT OF NON-TEACHING STAFF

The recruitment of Non-Teaching Staff is subject to the vacancies position approved by the UGC and Ministry of Education. Once the vacancies are approved by the UGC/Ministry of Education, an advertisement is floated through leading newspapers/website of CUHP. The applications so received are subject to scrutiny by the scrutiny committee constituted for this purpose. All the applications will be scrutinized by the Office of Registrar. A Selection Board will be constituted by the University in accordance with laid down norms by the Statute/Ordinance & CRR. The Selection Board will carry out written test, interview, demonstration etc. to make a panel of selected candidates as per the merit. The recommendations of selection Board are kept in a sealed cover which is opened by the Executive

Council/Appointing Authority. The Selection Board will be headed by the VC/Appointing Authority. Appointment letters are issued by the Registrar after due approval of the VC/Executive Council.

### ➤ **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 state of art infrastructure is available so that a brand of students could be produced to mobilize new admissions.*

#### ❖ **ADVERTISEMENTS & PUBLICITY**

*The University should spend certain amount of budget outlay 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 are made for ensuring state of art laboratories/infrastructural facilities.*

#### ❖ **COUNSELING AND GUIDANCE**

*The Counseling Cell mobilizes admission with quality intake by effective action plan. Counseling Cell will be therefore provided with matching resources to meet the action plan.*

#### ❖ **EQUIPMENT & MATERIAL RESOURCES**

*Based on the Strategic Plan the requirement of equipment & material resources will be worked out by respective departments and consolidated at university level by the Central Procurement Department.*

#### ❖ **INFRASTRUCTURAL RESOURCES**

*In order to operate the approved academic programmes effectively and provide administrative/infrastructural support, the building and basic infrastructural committees will be constituted as per institutional requirements. A high powered Central Procurement Committee shall be constituted to consider the procurement proposals of worth values.*

### ➤ **FUNDS MOBILISATION**

The funds requirements cash inflow and outflow on the basis of Student Intake, Faculty requirements, Laboratories/library and infrastructural need will be examined/assessed/worked out by the Management and FC & EC from time to time. A Resource Mobilization Plan will be made and put up to the EC 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 outflow based on already running programmes, new acquire, enhancement in expenditures, maintenances/administrative expenditure and depreciation etc. Deficit due to difference between cash inflow and out flow.*
- ❖ *The EC will discuss various options to meet the fund deficit. The EC will examine possibility of increasing cash inflow or/and reducing out flow by cutting on some*

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*demands, postponing some needs. After all the deliberations the EC will tentatively finalize the cash inflow, outflow, deficit and budget outlay.*

➤ **MOBILIZATION PLANS**

The EC will deliberate and clear the Budget and Associated Action Plan with Following Options to Maximize Funds Mobilization:-

❖ **MAXIMIZE CASH INFLOW**

*Dean Academics and Registrar will take necessary steps to ensure that admissions are done as per plan, fees is received on time and efforts are made to materialize inflow from fees and other planned resources.*

❖ **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 levels of AC, FC and EC. 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 EC, if required.*