

Uttar Pradesh Rajarshi Tandon Open University

University Accredited with B⁺ by UGC-NAAC

Resource Mobilization Policy



Draft Committee

Prof. P.P.Dubey

- Convener

Dr. Devesh Ranjan Tripathi- Member .

Dr. Sheel Priy Tripathi

-Member

Dr. Lal ji Ram

- Member

Finance Officer UPRTOU

- Member

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Resource Mobilization Policy

Uttar Pradesh Rajarshi Tandon Open University (UPRTOU) is the only State Open University 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 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 diverdisciplines. 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.

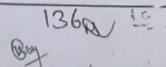
The resource mobilization policy focuses on attaining the institution's goals and targets ser for catering the needs of its Lerner's, and others stake holders while maintaining the accountability and transparency. The Executive council, finance committee and administrative officers oversee and monitor the best use of finances for the development and maintenance of a learner centric ecosystem.

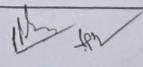
- The Institution is a non-profit organization that is centrally controlled and has honorary
 Executive Council (EC) and administrative officers to ensure that the cash generated is utilized wisel inside the institution.
- The Finance Officer with the permission of Finance Committee, Executive Council 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 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 stationary 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.

Funds Mobilization:

 The following are the component of Resource Mobilization Plan thatshould be reflected in annual budget.

Sr. No.	Accounts Head	Type of Expenditure
1.	Research Promotion	 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.
-	200	Amount spent on Journals
2.	Infrastructure Development & Budget	Any building/Room Construction
		New Furniture
	The state of the s	New Electric work
		 ICT based Infrastructure/ Projector/ Computers/ Laptops /UPS/ Printers/ Cameraetc,
		 Hiring: Software purchase/ any automation hiring o wifi / broadband/ Telephonefacility,
		Residential and Guest House Facility new construction or purchase
		Library expenditure
		Any vehicle purchase
		Scientific Equipment
		Purchase of books
2	Maintenance	Sports facilities
3.	Maintenance (A)Academic	Academic Facilities:
	Facilities	Amount spent on renovation of class rooms, labs
	(B) Physical Facilities	 Any repair of equipment, computer/printer /camera etc.
		Software renewal updation
		Any annual maintenance charges of equipments Toner refilling etc.







		Expenses against Books Restoring in library Purchase of Chemicals/stationary/specimen All expenditure in Examination branch
		Physical Facilities: Electrical repair/ furniture/Buses repair health club maintenance Expenditure Sports facilities maintenance etc.
4.	Alumni Contribution Fund	Amount spent on holding alumni meet and also or Advertisements. Spent on the heads as indicated by the contributor(such as on infrastructure building scholarship/
5.	Staff welfare	medals/fellowships etc. 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	Scholarship offered by Government agencies/ Nor Government agencies (Private Donors) Tuition fee concession for different target groups for upliftment of their education.
7.	Learner Support Services	 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	 For establishment, maintenance & audit of GREEN CAMPUS activities For establishment, maintenance & audit of HEALTHY CAMPUS ENVIRONMENT (Clear Campus) activities For establishment, maintenance & audit of ALTERNATIVE ENERGY sources
9.	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'. corpus fund is created for long term safety and secruity of university and its stakeholders. Also, it will be helpful in smooth running of the university in case of any unforseen adversities.	 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 shouldbe 5 cr. with 20% yearly contribution from university Surplus. For Staff Welfare- The seed money should be 2 cr. with 20% yearly contribution from University Surplus.
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	Box. No.	M. J.
	Boy. No.	M. 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 afterobtaining 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 helpof 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:-

Annexure-01

Demand for Purchase of ----

requires the	following item.	under	grant.
 . reduites the	IOHO WILLY TOTAL	CILI CONTRACTOR CONTRA	

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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inexure-02		
	Sanction Cer	tificate
	Purchase of for S	chool of
A demand has beengrant.	received from School of	for the following item
Sr. No.	Item	Quantity
The budget	for the same as provided by th	
1. 2. 3 The demand is urgen	t/time bound . The delivery dat	te is within
2. 3 The demand is urgen PO. The inspection w The proposal for flo	t/time bound. The delivery dat vill be done by the User based o vating limited tender in quiry placed opposite in the file for p	on their requirement/specification to probable supplier include
2. 3 The demand is urgen PO. The inspection was The proposal for flo registered supplier is proposal for the proposal for floregistered supplier is proposal for the proposal for floregistered supplier is proposal for the proposal for floregistered supplier is proposal for the proposal for the proposal for floregistered supplier is proposal for the proposal for the proposal floregistered supplier is proposal for the proposal floregistered supplier is proposal for the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregistered supplier is proposal floregistered supplier in the proposal floregi	will be done by the User based on pating limited tender in quiry placed opposite in the file for p	on their requirement/specification to probable supplier include
2. 3 The demand is urgen PO. The inspection w The proposal for flo registered supplier is paccorded.	will be done by the User based on pating limited tender in quiry placed opposite in the file for p	on their requirement/specification to probable supplier included and sanction of the supplier included and suppl
2. 3 The demand is urgen PO. The inspection w The proposal for flo registered supplier is paccorded.	will be done by the User based on pating limited tender in quiry placed opposite in the file for p	on their requirement/specification to probable supplier include
2. 3 The demand is urgen PO. The inspection w The proposal for flo registered supplier is paccorded.	will be done by the User based on pating limited tender in quiry placed opposite in the file for p	on their requirement/specification to probable supplier include erusal, approval and sanction supplier include Signa (Authorize)

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Annexure-03		
<u>Co</u>		

Dear Sir,		
item:	ide us your sealed quotation	with best possible rates for the supply of following
C. N.		
Sr. No.	Item	Quantity
For any other	er detail the interested	
members of	the purchase committee.	any/ supplier can contact the office of undersigned (
The Sealed	Quotation for the above said s	should reach the office of undersigned by
•	The state of the s	and office of undersigned by
Thanking Yo	ou	
Purchase Co	mmittee:	
		Signature (Authorize Signatory
		with name and seal)

		RTOU Prayagraj,		
	Comp	parative Chart for pu under	archase of	•
Sr. No.	Item			***************************************
	Ttelli .	Required Quantity	Rate per unit(Rs.) (Including GST etc	.)
			Supplier 1	Supplier 2
1.				
		Total		
Recommen	ndations of Purchase Co	ommittee		
Rates quote	ed by are n	ninimum for the Purchase	of	with the given
specificatio	ons. So committee recom	mends these items to be	ourchased from	die given
	ecification of Item	Rate approved	Required	Total Amoun
1.		per Item (Rs.)	Quantity	in Rs.
			GST 18 %	
			The state of the s	
Purchase	e Committee:		GSI 18 %	
Purchase	e Committee:		The state of the s	
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Purchase	e Committee:		, Grand Total Si (Authoriz	e Signatory

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
			GST 18 %	
Term	s and Condition		Grand Total	

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

Signature (Registrar) (with name and seal)

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:

Signature (End User)

By 1.45 Wel

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Purc	hase	of.					
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This case pertains to Purchase of for the School

Sr. No.	Item	Quantity
1.		Quantity

Submitted for perusal and approved, please.

Signature (Sanctioned Authority)

Best 14.6 MM APN