



TAMIL NADU OPEN UNIVERSITY

POLICY ON RESOURCE MOBILISATION AND UTILISATION



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

(A State Open University Established by Government of Tamil Nadu; Recognized by UGC & DEB;
Member in Asian Association of Open Universities, and Association of Commonwealth Universities)

577-Anna Salai, Saidapet, Chennai - 600 015.



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INTRODUCTION

TNOU is a State Open University which was established in the year 2002. Almost 20 years have gone and the University has strengthened its wing to reach the remote, economically weaker section, rural and especially the women by providing Yeoman services in possible ways and means with the objective of proper use of acquired resources thus ensuring optimum utilization of the same.

Being a State Open University, keeping in view of the economy of the student community and the main “Motto” is to make the education reaches the poor as well as the economically back ward section, the Tuition Fee and other academic charges are designed in such a way which are affordable and acceptable at large when compared to Private Institutions.

The Resource Mobilization Policy document guides on how to effectively, properly and rightly use the mobilized resources by adopting innovative and efficient Financial Management System. The Document shall outline the procedures and proper Methods and Guidelines for the efficient utilization of funds generated through various resources.

THE POLICY OBJECTIVE:

In TNOU, funds are generated through

- a) Tuition Fees
- b) Examination Fees
- c) Convocation Fees
- d) Security Deposits received from various kinds of centres wherever applicable.
- e) Scholars
- f) Tamil Nadu State Government Grant for Salary
- g) Grant-in-aid for state open universities (SOU's) through UGC – DEB, Government of India.



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The policy shall be sub-divided with four parameters as:

- (1) Mobilization of financial Resources
- (2) Mobilization of Physical Resources
- (3) Mobilization of Human Resources

MOBILIZATION OF FINANCIAL RESOURCES:

Funds are mobilized by arriving at the Student intake, requirement of faculty, infrastructural facilities / Lab / Library study materials and other academic requirements shall be discussed by conducting Review Meeting with the Academic and the Head of Departments. With the detailed discussion and Review, the Fund / Budget requirement is arrived by carefully examining the cash inflow/outflow of previous years. Accordingly, the same is submitted to various Statutory Bodies like Academic Council, Board of Studies, Finance committee and the Syndicate Committee for approval. Annually Budget Estimate under various funds for example General Fund, Tuition Fee Fund, Exam Fund are prepared taking into the various academic and administrative aspects and implications for the efficient utilization of financial Resources.

STEPS INVOLVED IN MOBILIZATION OF FINANCIAL RESOURCES:

- a) Fixing the fee structure by removing the programmes with less admission.
- b) Identifying and introducing the New programme with deep analysis at National level which may bring more number of students by fixing the fee at any cost by the student community. Especially the skill oriented /job-oriented programme with high Academic standard and quality that enhances the enrolment. The New programmes are inducted by exercising proper Academic process like obtaining approval of the Academic council, Board of studies and the Syndicate.
- c) Funds shall be mobilized through various Government and Government agencies by obtaining Research Oriented projects from them.



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- d) Having MOU's with Industry who are readily available to give skill training Development through the TNOU programmes either it be a UG/PG programmes or Certificate /Diploma/ Vocational Diploma etc.,
- e) To have strong relationship with Corporate / Companies so as to meet out the Corporate Social Responsibilities [CSR].
- f) Having wide Database of the Scholars and Alumni is an effective Strategic Mobilization Plan. The Student of today is an Alumni of tomorrow and they shall also participate for the effective Resource mobilization in future.
- g) Having MOU's with Corporate for recruitment purpose shall lead to effective Resource Mobilization. For instance, they shall select and appoint the students of TNOU and in return, the TNOU shall offer them a Programme/ Course for their employees, thus leads to mutual resource mobilization.

PHYSICAL RESOURCE MOBILISATION:-

The requirement of Physical resources like equipment, Lab Materials, Study Materials, Chair and Table for Class Room, Medical Facilities etc., are arrived through the Committees constituted for the purpose and accordingly approval shall be obtained from the Statutory Authorities.

The effective way of optimum utilization of Physical Resource Mobilization are:-

- a) Renting out the University Auditorium, Computer Lab, Seminar Hall (Thiruvalluvar Arangam) for other Educational Institutions.
- b) Renting the space for Conducting Exam by other Educational Institutions.
- c) Renting out the Guest House for Academics, VVIPS etc., while attending the Academic activities like Seminar, Workshop, Convocation etc., of TNOU.
- d) The Electronic Media Production and Research Centre (EMPRC) shall be given for rent to other Academic and Educational Institutions for the purpose of Academic Developmental Activities.



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STEPS INVOLVED IN MOBILIZATION OF PHYSICAL RESOURCES:-

- I. Physical resources such as infrastructural Physical Academic facilities such as Electronic items, Computer peripheral, Software and Hardware development, furniture, internet connectivity, Web services etc., Maintenance of infrastructure, transport facility, Lift machine, Wheel Chair for differently abled person etc., so as to provide services to students at ease, the annual Budgeting of the University is prepared and statutory approval is obtained.
- II. Once the Budget estimate approval obtained, a proper plan and mechanism is charted out meticulously so as to achieve the optimum utilization by providing quality and prompt service to students committee and not leaving the University at “LOSS”.
- III. Planning like wide canvas though the Regional Centre/LSCS/WCs/CCs etc, and Campaigning at remote places is one of the effective strategic Physical Mobilization Plan.
- IV. Getting project and Research Grants through State and Central Research Agencies so as to accommodate those funds for fulfilling the infrastructural needs.
- V. Through Regional Centres and Constitution Community, Colleges, many skill oriented Programme shall be identified and implemented in cogency to the Geographical area and Population, thereby enhancing the enrollment and Fund mobilization so as to satisfy the infrastructural and physical needs of the various Centres.

HUMAN RESOURCE MOBILISATION:-

There are two types Human Resource in TNOU:-

1. Teaching
2. Non-Teaching (Administrative)



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APPOINTMENT OF TEACHERS: -

POSTS:-

Professor

Associate Professor

Assistant Professor

The Teaching posts like Professor, Associate Professor, Assistant Professor are appointed by strictly adopting the statutory Norms and Regulations of TNOU in line with the National Higher Educational governing Authorities like UGC,DEB, AICTE, NCTE, RCI etc,

When the time and the need for the additional Teaching Staff are pertinently required due to the introduction of new programme or new Department, the matter will be placed before the Academic council, Board of studies, Finance Committee and the Syndicate for approval. Once the approval is obtained from the Statutory Authorities, the University will go through the process of Recruitment as per the statutes of TNOU.

The process of Recruitment involves the notification of vacancies as per the Government Norms, Rules and Regulations as on time in the leading Newspaper. At least a month time is given to the candidate so as the applications with all the relevant Documents reaches the Registrar well within the stipulated time.

The received applications within the stipulated time will be scrutinized by a Committee Constituted for the purpose. Eligible candidates as per the Rules and Regulations are identified will be prepared so as to attend the interview.

The Selection Committee will be constituted which have the members and representatives as per the TNOU statutes and Regulation which is headed by the Vice-Chancellor. The Selection Committee shall conduct the Interview, demonstration etc, and recommends the suitable and eligible candidate satisfying all



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the criteria, qualifications, experience and norms as specified in the advertisement. The list of Selected Candidate will be placed before the Syndicate Committee for approval. After the approval of the Syndicate Committee, the appointment letter will be issued by the Registrar.

APPOINTMENT OF NON-TEACHING STAFF:-

Based on the vacancy arises out of the new posts created with the approval of the Finance Committee and the Syndicate, the recruitment of Non-Teaching staff is carried out. While obtaining approval for new posts, the factual position of fund available and the genuine reason for the creation of new post will be elaborately submitted with actual details to the Statutory Authorities through the Establishment Committee duly constituted by the Vice-Chancellor.

The process of recruitment of Non-Teaching staff will be advertised in leading Newspapers as per the Government Norms, scrutinizing of applications, Interview by the duly Constituted Selection Committee for the eligible candidates, getting approval of the Syndicate Committee, and issuing appointment letter to the selected candidate.

To conclude, the Mobilization of Fund policy of various parameters in the State Open University like TNOU, shall aim at Optimum Utilization of Funds mobilized, with the broader sense of responsiveness, belongingness, involvement, Commitment and dedication integrated with innovative approach and intention to serve the economically and literally weaker section of the students Community and Stakeholders of TNOU.



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