



**MANAV RACHNA  
UNIVERSITY**  
FORMERLY MANAV RACHNA COLLEGE OF ENGINEERING  
NAAC ACCREDITED A GRADE INSTITUTION

Declared as State Private University under section 2f of the UGC act, 1956

## **MANAV RACHNA UNIVERSITY**

(Declared as State Private University Vide Haryana Act 26 of 2014)

### **Standard Operating Procedure for Resource Mobilization**

**Notified Vide Ref. No. MRU/BoM (A&M)/2017/720-a, Dated:  
31.10.2018**

**Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004**

**HARYANA**



## **Standard Operating Procedures for Resource Mobilization**

For an organization to be competitive and sustainable, should always be exploring new opportunities for expanding its operations and therefore it becomes important to identify and utilize the resources optimally within the campus of Manav Rachna University, Faridabad. The effective use of these resources generates economic resources, such as savings, investment capital, and other resources, in addition to improving productivity and competitiveness.

### **OBJECTIVES**

1. One of the primary objectives of Resource Mobilization is to raise funds to support the organization's activities.
2. To build partnerships with other organizations, government agencies in order to expand organization's reach and influence , as well as to share resources & expertise.
3. To generate support for organization & its mission. This can involve building relationships with stakeholders, creating awareness of the organization's work and engaging with the community.
4. To diversify the funding sources, reducing the reliance on any single donar or source of funding for ensuring the sustainability over the long term.
5. The resources to be utilized for mobilization shall be as follows:
  - Auditoriums/Seminar Halls
  - Central Lawn/Cricket Ground
  - Utilizing Classrooms & Computing facilities for Conduct of Examinations by different outside agencies
  - Outside premises for exhibition and other display activities
  - Any other resource/activity/facility available in campus
6. To generate employment opportunities through human resources as and when there is demand of skilled workforce including use of Computer Labs by outside recruiting organizations.

### **STANDARD OPERATING PROCEDURES (SOP):**

The following standard procedure, terms, conditions shall be applicable:

1. The Venues are primarily intended for usage for various academic and research-related activities, student and staff welfare functions, cultural events, activities related to campus placement, and other co-curricular activities. The competent authority must approve the use of the aforementioned resources after receiving specific recommendations from deans, directors, department heads, librarians, directors of sports, sports officers, GM-IT, IT-Head & CoE, etc.



2. The user who wishes to use campus venues must submit an application that has been properly reviewed, signed, and approved by the competent authority in the format specified by the "Request Proforma" (at least 7 days before to the event/program) to the office of Manager operation for the booking.
3. Booking/ reservations must be made according to the calendar of bookings kept by the office of the Director of Administration and are subject to availability and "first come, first served" policy. In case any booking is to be canceled, it has to be informed well in advance, a minimum of 48 hours before the start of the event.
4. The user is responsible for making sure that the number of guests should not outnumber the space's capacity. As the Seminar Hall/Auditorium may not be furnished with additional seating.
5. The user will be in charge of maintaining the safety and security of the venue/facility throughout the event. It would be the responsibility of user for covering the cost of any damage or theft if it occurs to any equipment or property while in use. If the cost is not deposited with the accounts department, the competent authority will take decision accordingly.
6. If the cost of the damage or theft exceeds the amount of the refundable security, the excess amount must be paid by the user to the Central Accounts.
7. The user is responsible for adhering to all rules, guidelines, and other terms and conditions that may be updated from time to time for the reservation and usage of the venues.
8. The Director Administration shall have the power to revoke the reservation in the event of unfortunate, co-instances.
9. The user is not permitted to utilise the locations for any other purpose than the one specified in the request proforma.
10. The user is not permitted to use the locations for the viewing or presentation of any offensive content, such as pornographic videos and files.
11. The user is responsible for paying any taxes or levies related to the function or activity.



12. Any risk of injury to life or damage to property of any person is solely the responsibility of the user(s) (organizers, performers and audience or spectators). The University shall not be responsible for paying for any losses or damages.
13. The use of Auditorium Hall, Seminar Halls will not be allowed for rehearsal purposes of Students Youth Welfare Programmes.
14. The user must intimate the name of the VIP or Chief Guest who has been invited to the event or function, at the time of booking on the designated Proforma.
15. No interior decoration, cooking, or food preparation is allowed in the venues.
16. Smoking, consumption of alcohol or engagement in any other questionable behaviour is highly prohibited. Also, no flammable items may be brought inside the locations.
17. In case of any ambiguity in the implementation of SOP, the matter shall be referred to the Vice Chancellor, MRU, whose decision shall be final.





## REQUEST PROFORMA

(Auditorium / Board Room / Seminar Hall)

☐ Auditoriums ☐ Seminar Halls ☐ Shooting Ranges

Sports Arena (Indoor and Outdoor Games):

☐ Volleyball ☐ Basketball ☐ Football ☐ Cricket

☐ Gymnasium ☐ Badminton Court ☐ Table Tennis

☐ Lawn Tennis ☐ Squash Court etc. ☐ Central Lawn

☐ Conduct of Examinations by different outside agencies

☐ Other outside premises for exhibition and other display activities

(Please tick your choice)

Booking Date: .....

Required On: .....

Name of Institute: .....

Times From:..... To .....

Purpose: .....

Expected Strength: .....

Required Facilities: (Please Tick)

Lighting Lamp: .....

Placards: .....

In Numbers: .....

Water / Tea Arrangements: .....

In Numbers: .....

Sapling / Bouquet: .....

In Numbers: .....

Still Photography:.....

Time From: ..... To: .....

Videography:.....

Time From: ..... To: .....

Projector for presentation: .....

Laptop with IT Person: .....

(a) Podium Mike: .....

(b) Cordless Mike: .....

(c) Collar Mike: .....

Extra Furniture (if any) .....



## Details of Resources

S. No.	Venue	Room No.	Block	Capacity/Description- Regular/Theatre Style set up
1.	Mandala		G Block	400 Seater, Theater Style set up
2.	I Block Auditorium		I Block	100 Seater, Theater Style
3.	CADR Room		G Block	50 Seater,
4.	H Block Meeting Room	HG-14	H Block	40 seater
5.	H Block Seminar Room	HF-03	H Block	100 seater
6.	J Block Conference Room		J Block	30 Seater

\_\_\_\_\_  
Initiated By  
(Name & Designation)

\_\_\_\_\_  
Recommended By  
(Name & Designation)

\_\_\_\_\_  
Booked By  
(Name & Designation)

\_\_\_\_\_  
Approved By  
(Name & Designation)

