



## **Policy Document for Financial Management and Resource Mobilization**

### **Introduction**

St. Peter's Institute of Higher Education and Research is a deemed to be university run on self-financing pattern. Its financial management and resource mobilization are as planned and approved by the Finance Committee and Board of Management of the Institute.

#### **1. Revenue:**

The revenue of the Institute is mostly based on the tuition and other fees collected from its students. It receives contribution from philanthropists. It also gets interests from deposits in the banks. Further, it gets funds from the projects sanctioned by government wings and consultancy provided to industrial and public sectors. Any deficit in the budget is filled by the Managing Trustee of the SPIHER Trust as contribution to the Institute.

#### **2. Focus on Expenditure:**

The focus on expenditure policy is student centric. It aims at providing infrastructural facilities to strengthen teaching learning process, impart skill-based courses, encourage individual research and collective projects, and provide accessible and affordable quality education for the eligible youth of rural and urban areas. The aim is to provide best resources to the students and faculty to meet their requirements for realizing the vision and mission of the Institute.



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### **3. Resource Management:**

The success of the Institute in providing quality education depends largely on mobilizing required resources such as human resources, equipment and material resources and infrastructural resources and the management of available resources to a maximum level.

#### **(a) Human Resources:**

The Institute ensures qualified manpower required to offer programmes of study and manages the administrative affairs as per the norms of the regulatory authorities such as University Grants Commission, All India Council for Technical Education and Council of Architecture. The recruitment of teachers, administrative and other supporting staff are made as per the norms approved by the Board of Management.

The teachers are appointed by the Board of Management on the recommendation of the selection committees in the sanctioned posts of Professors, Associate Professors and Assistant professors and other academic staff after following the due process of advertisement and interviews.

In the case of non-teaching staff, the Board of Management sanctions the required cadres and the number of posts with minimum educational qualifications and experience for recruitment. The selection committee after interviews recommends to the Board of Management the list of candidates for appointment and promotions as per the requirement to run the administration.



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## **(b) Mobilization of Students against Intake**

The important part of the resources for the Institute mostly depends on students who pay the tuition and other fees to run the system with sound finance. The cash inflow to the budget is maximized by the admission of more students against the sanctioned strength in the programmes of study. In order to ensure that maximum seats are filled in against the approved intake, the mobilization plans such as quality education with adequate infrastructure, advertisement and publicity, world class facilities and counselling and guidance are followed. It is fully understood that the students are ambassadors to carry the image of the Institute.

## **(c) Equipment & Material Resources**

The Plan for the requirement of equipment & material resources will be worked out by respective departments with the recommendation of the Board of Studies and the lists of items are consolidated at Institute level with the approval of the Academic Council and Board of Management.

## **(d) Infrastructural Requirements**

In order to operate the approved academic programmes effectively and to provide administrative support, the building and basic infrastructural requirements are worked out by the concerned authority in terms of financial requirement and time needed to complete the project. The administration provides the required inputs to the budget for the Infrastructural requirements.



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### **(e) Funds Mobilization**

On the basis of student intake, faculty requirements, lab/library/materials and infrastructural facilities needed, the details of funds requirement are examined and cash inflow/out flow is worked out by the Finance Officer and the administration with the approval of the Finance Committee.

At the executive level, the Finance Officer tones up financial administration to maximize cash flow and minimize cash out flow with an option to meet the deficit budget with the approval of the Finance Committee and Board of Management by bank loan and funding from sponsoring bodies including the sponsoring Trust of the Institute.

### **(4) Monitoring**

The resource mobilization and execution of plans are monitored at the level of the respective administrative wings and teaching departments and the reports are brought to the notice of the officials concerned and the Board of Management for review and remedial measures so that the objectives of the Institute as per the Memorandum of Association are realised.

**01.09.2021**



A handwritten signature in green ink, appearing to be "Rajkumar".

**REGISTRAR**

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