



1.3.3 Does your university as a body provide support (e.g. food, housing, transportation, legal services) for students from low income families to enable them to complete university?

SPIHER provides several forms of support to help students from low-income families continue and complete their education. The institution offers fee concessions, merit-cum-means scholarships, and guidance for accessing government financial aid. To help reduce daily living costs, the campus provides **subsidized nutritious food** through its canteen and offers affordable **hostel housing** for students who need accommodation. In addition, the Institute runs **transportation services on** major routes at **lower cost**, making commuting more manageable for students who live off-campus. Academic and personal counselling are also available to assist with challenges that might affect students' progress.

Alongside financial and basic-needs support, SPIHER helps students access practical resources that make navigating the campus life easier. Staff assist students with required documentation for government schemes and sometimes coordinate **legal-awareness** or advisory sessions **through ICC like cells**, helping learners understand their rights and available protections. Student welfare units such as mentoring programs, grievance-redressal committees, and equal-opportunity cells work to create a supportive and fair campus environment.

SPIHER extends strong support to out station research scholars from low income families by providing free food and accommodation within the campus whenever they visit the Institute to meet the research supervisors. This initiative helps scholars focus entirely on their research without financial burden. The Institution promotes an inclusive research culture by ensuring that out-of-state scholars receive equal opportunities and a comfortable living environment. By removing basic living expenses, SPIHER encourages greater participation in advanced research. This commitment reflects SPIHER's dedication to nurturing academic excellence and supporting scholars from diverse regions.



St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Deemed to be University U/S 3 of the UGC Act, 1956)
AVADI, Chennai – 600 054. Tamil Nadu.

Phone: 044-26558080-84
E-mail: registrar@spiher.ac.in
Website: www.spiher.ac.in

ADMISSION POLICY

Policy Created on:	27/11/2021	Approved by:
Revision 1:	01/02/2024	 REGISTRAR



Registrar
St. Peter's Institute of Higher Education and Research
(Deemed to be University U/S 3 of the UGC Act, 1956)
Avadi, Chennai-600 054.

SDGs Directly Supported:

- **SDG 4 – Quality Education**
- **SDG 5 – Gender Equality**
- **SDG 10 – Reduced Inequalities**
- **SDG 16 – Peace, Justice and Strong Institutions**

SDGs Indirectly Supported:

- **SDG 1 – No Poverty**
- **SDG 3 – Good Health and Well-being**
- **SDG 8 – Decent Work and Economic Growth**
- **SDG 11 – Sustainable Cities and Communities**



St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Deemed to be University U/S 3 of the UGC Act,1956)

Avadi, Chennai – 600 054. Tamil Nadu.

Phone: 044-26558080-84/26558090 Fax. 044-26555430

E-mail: registrar@spiher.ac.in

Website: www.spiher.ac.in

Admission Policy

Introduction

The Admission Policy defines the principles, procedures, and eligibility criteria governing the admission of students into various academic programs offered by the Institute. It ensures transparency, fairness, and merit-based selection in line with the regulations of statutory and regulatory bodies such as the UGC, AICTE, COA, NCTE, PCI etc. The Institute ensures that their academic journey is well supported through assistance in **subsidized nutritious food**, **affordable hostel accommodation** with single, double and dormitory occupancy, **low cost transportation**, grievance redressal, support systems such as legal support through ICC, Equal Opportunity Cell and overall wellbeing.

Scope:

This policy applies to:

- All Undergraduate (UG), Postgraduate (PG), Doctoral (Ph.D.), and Diploma/Certificate programs offered by the University (both main and off-campus).
- Domestic and International admissions.
- Regular, Lateral Entry, and Transfer admissions.

Objectives of the Policy

- To maintain transparency, equity, and inclusiveness in the admission process.
- To adhere to regulatory norms and reservation policies prescribed by the Government of India and State Government.
- To ensure admissions are based on merit, entrance examination, and/or qualifying examination performance.
- To facilitate opportunities for deserving candidates from diverse backgrounds.
- To maintain academic standards and institutional integrity.

Admission Criteria:

Admissions are offered through the following modes:

1. Merit-based Admission: Based on marks obtained in the qualifying examination.
2. Entrance-based Admission: Based on performance in University Entrance Test or approved National/State-level exams (e.g., JEE, NEET, NATA, GATE, etc.).
3. Lateral Entry: For candidates holding a relevant diploma or equivalent qualification.
4. International Admission: Based on equivalence of foreign qualifications and approval from statutory bodies.
5. Transfer Admission: For students seeking transfer from recognized universities/institutions (subject to seat availability and eligibility).

Eligibility Criteria

- As prescribed by the respective regulatory bodies for each program.
- Minimum marks in qualifying examinations as notified in the University Prospectus/Website.
- English proficiency requirement for international students (IELTS/TOEFL or equivalent).
- Age criteria, if applicable, as per government or regulatory norms.

Admission Procedure

1. Notification: Admission notification issued through the University website, advertisements, and official channels.
2. Application: Candidates apply online/offline through the University Admission Portal.
3. Screening: Verification of eligibility and supporting documents.
4. Entrance/Interview (if applicable): Conducted as per program-specific requirements.
5. Merit List Preparation: Based on qualifying exam/entrance scores.
6. Counselling & Seat Allotment: Based on merit, reservation, and program availability.
7. Document Verification: Original documents verified before confirmation.
8. Fee Payment & Registration: Admission confirmed only after payment of prescribed fees and registration in the ERP/Student Management System.

Reservation Policy

The Institute follows the reservation norms as per the Government of India / State

Government regulations:

- Scheduled Castes (SC)
- Scheduled Tribes (ST)
- Other Backward Classes (OBC)
- Economically Weaker Sections (EWS)
- Persons with Disabilities (PwD)
- Special consideration for wards of Defence personnel, sports achievers, and differently-abled candidates, as applicable.

International Admissions

- Managed by the Office of International Relations.
- Foreign qualifications are evaluated for equivalence by AIU or relevant authority.
- Student visa and FRRO regulations must be complied with.
- Fee structure for international students shall be as prescribed separately.

Withdrawal and Refund Policy

- Candidates who withdraw their admission before the notified cutoff date are eligible for a refund as per UGC (Refund of Fees) Regulations, 2018 or subsequent amendments.
- Refund requests must be made in writing to the Registrar/Admission Office.

Grievance Redressal

- A Grievance Redressal Committee for Admissions will address any complaints regarding the admission process.
- Students may appeal to the Vice-Chancellor if not satisfied with the committee's decision.

Implementation of the Policy

The Vice Chancellor constitutes the Admission Committee every academic year to oversee the admission process with the following members.

- Chairperson – Dean (Admissions)
- Members – Deans/HoDs of Schools

- Registrar/Controller of Examinations (as applicable)
- Admission Officer (Member Secretary)

The functions of the committee are to develop and announce admission schedules, list and approve the eligibility criteria and selection procedures. The committee monitors adherence to reservation policies and recommends selected candidates for approval by the competent authority.



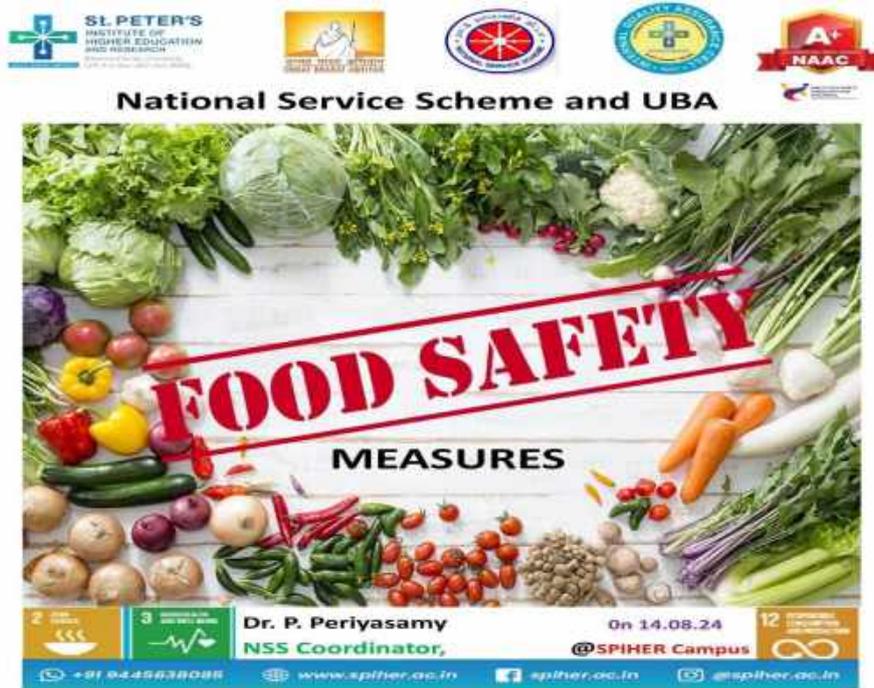
01.02.2024

REGISTRAR



Registrar
St. Peter's Institute of Higher Education and Research
(Deemed to be University U/S 3 of the UGC Act, 1956)
Avadi, Chennai-600 054.

FOOD SAFETY MONITORING IN CANTEENS



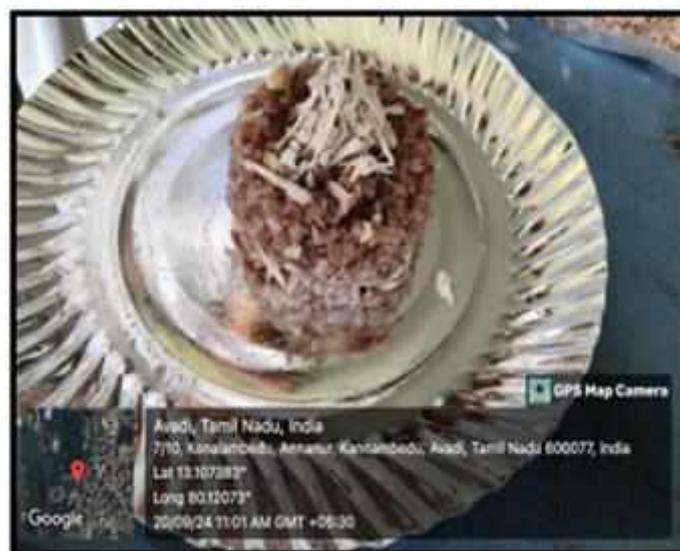
Regular Inspection carried out in Canteen to ensure the quality of food supplied to students

Implementing food safety measures at an institute campus in compliance with guidelines from the Food Safety and Standards Authority of India (FSSAI) is essential for ensuring the health and well-being of students, faculty, and staff.

- Choose foods processed for safety.
- Cook food thoroughly.
- Consume cooked foods immediately.
- Wash hands repeatedly.
- Keep all kitchen surfaces meticulously clean.

Existing Food Items	New Food Items Suggested
<p>Breakfast and Lunch Menu: Idli, Dosa, Chapati, Parotta Pongal, Rava pongal, Sweet pongal, Poori, Vada , Chicken Biryani , Mutton biryani, Egg biryani, Veg Biryani</p> <p>Bottle Juice and Fresh Juice Items: Apple juice, lime, mango, orange</p>	<p>Idiyappam, Puttu, Appam , Ragi Dosa, Upma, Bread Oats, Mushroom, Wheat dosa, Cheese dosa, Puttu, Adai, Semiya upma, Ragi Roti, Ragi idli, Rava kichadi, Neer Dosa All Fruits Items</p> <p>Fresh Juice Items: Sugar cane, Grape, Pear, Water melon, Pine apple, Blueberry, Cherry, Pomegranate, Mosambi, Tomato, Carrot</p>

Based on the recommendation given, Ragi Puttu a nutritious meal is served in the canteen.





Proudly presents

SPIHER TROPHY 2024

INTER-SCHOOL SPORTS FEST

INTER-SCHOOL SPORTS FEST

For Boys

**FOOTBALL
 KABADDI**

For Girls

**THROW BALL
 KHO-KHO**

1st, 2nd & 3rd Prizes

TROPHY WITH CASH PRIZES



Venue: SPIHER ground

Date: 29th & 30th Jan 2024

CONTACT:

+91 98419 20047, 9841163461

To Registration

SCAN ME



+91 9445638085



www.spiher.ac.in



spiher.ac.in



@spiher.ac.in

Brochure of **Inter-School Sports Fest** organized by **SPIHER** on 29th & 30th Jan, 2024. **Free food and accommodation** facilities are provided to the participants



SPIHER invites local community school students to the campus, Inter school competitions are conducted. **Free food and transport facilities are provided to the students.**

PHYSICAL DIRECTOR Budget to sports (2024-25)
 St. Peter's Institute of Higher Education and Research
 Avadi Chennai - 54
 26.11.2024
 Chennai

G.Thirubabu
 Physical Director
 SPIHER
 Avadi Chennai-54

To
 The Vice Chancellor
 SPIHER
 Avadi Chennai-54.

Through
 The Dean & Registrar
 SPIHER
 Avadi Chennai-54.

SUBJECT: Requestion to Sanction Budget to conduct sports competition for schools - Allotment purpose - etc.

Respected Sir,

The admission work for the academic year 2024-2025 has started and it is planned to conduct sports activities for school students in our campus. Hence I kindly request you to grant us permission for the same. The budget for the programme is as follows. The event is proposed to be conducted from the second week of January Tentative dates (10.01.25 & 11.01.25).

The Budget for the same is enclosed for your perusal and approval.

Thinking You,

Yours Sincerely
 G.Thirubabu
 26/11/24

To Mr. Registrar
 2.12.24

Ms. B. J. Jeyapriya
 26/11/24

FREE FOOD AND ACCOMODATION PROVIDED TO OUTSTATION PHD SCHOLARS



Dr.S. Gunasekaran, M.Sc., Ph.D., D.Sc.
TANSA Awardee
Dean, Research & Development
St. Peter's Institute of Higher Education and Research
(Deemed to be University under section 3 of the UGC Act, 1956)
AVADI, Chennai - 600 054, Tamil Nadu, India.
E-mail: deanresearch@spiher.ac.in

R&D-1/2024-25/Review meeting/06

Date: 03.03.2024

To
The Registrar
St. Peter's Institute of Higher Education and Research
AVADI, Chennai 600 054.

Sir,

Sub: Request for Accommodation and Food Arrangements - Review Meeting -- Reg.

In connection with the six months progress Review Meeting scheduled between 13.03.2024 and 19.03.2024 at the R&D Wing, SPIHER, the following scholars from outside the institution are required to attend. It is requested that the accommodation and food arrangements be made for them during their stay.

S.No.	Name of the Research Scholar	Department
1	R.Sundararajan	Civil Engineering
2	T. Rakesh Kumar	CSE
3	Kundan B	CSE
4	Naveen Kumar S	CSE
5	Vamshi Krishna G	CSE
6	G.Rajkumar	CSE
7	Sangeetha M	CSE
8	S.Satheesan	English
9	K.Manimegala	Physics
10	A.Jaya Rajendrapandian	Chemistry
11	S.Vigneshwaran	Chemistry
12	R.Lokesh	Chemistry
13	Sanjay Kumar Sharma	Chemistry
14	M.Sreevani	Computer Science
15	X.Helaria Maria Baptista	Computer Science
16	D.Gayathry	Computer Science
17	B.Manju	Commerce
18	S.Nidhi	Commerce
19	V.C.Leelavathy	Commerce
20	H.Mohammed Riyaz	Commerce
21	S.Saumya	Commerce
22	P.R.Priya	Management Studies
23	Simo Hilal	Management Studies
24	Noorah Muneer	Management Studies
25	S.Divya	Management Studies
26	J.K.Divya	Management Studies

I kindly request your approval and solicit your support in facilitating these arrangements for the Review Meeting.

Thanking you.

(Dr.S.Gunasekaran)
Dean (R&D)



03/3/24

LEGAL SERVICES PROVIDED THROUGH ICC



St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Deemed to be University U/S 3 of the UGC Act, 1956)
AVADL, Chennai - 600 054, Tamil Nadu.
Phone: 044-26558080-84
E-mail: registrar@spiber.ac.in
Website: www.spiber.ac.in

Internal Complaints Committee (ICC)

Institute takes efforts to maintain harmony among all sections of students and staff without any discrimination among caste, community, and gender. It has constituted Internal Complaints Committee (ICC) to ensure gender equality and sort out issues based on gender discrimination

Gender Policy

St. Peter's Institute of Higher Education and Research (SPIHER) is committed to completely eliminate gender discrimination. The ICC works to promote gender sensitivity in the Institute and conduct diverse programmes to educate and sensitize both male and female members and produce cordial and harmonious atmosphere in the campus. The principle of equality and non-discrimination ensures human rights are exercised by each and every member of the Institute regardless of gender, nationality, place of residency, sex, ethnicity, religion, colour, disability, economic and social strata. SPIHER promotes equal participation in leadership and economic opportunities for women and works for the welfare of the student and faculty towards preparing them in to competent professionals to take up greater challenges in the academic sphere. Women academicians and administrators head various Departments/ Centres of the Institute on par with men. SPIHER provides safe and secure work environment that is free from any discrimination in line with its policy of zero tolerance to sexual harassment. Merit and non-discrimination in all aspects are followed in recruitment of staff and admission of students to the Institute.

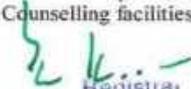
Objectives of the Policy:

- To describe the social construction of gender.
- To understand different types of gender roles and development.
- To support women and girls in the realization of their full human rights to advance the equal participation with men.
- To strengthen protection of Women in different circumstances and ensure that the grievance is addressed immediately without much delay.
- To make known that merit and non-discrimination in all aspects are to be observed in recruitment of staff and in admission of students.

Implementation of the Policy:

- Constitution of the Internal Complaints Committee (ICC) to monitor the issues relating to sexual harassment at work place by periodical meetings.
- Conduct of Workshops and Seminars to sensitize and recognize the potential and capabilities of the women and make the women themselves realize and assertive of their capacities and skills and get mainstreamed their needs, concerns, demands and move towards gender equality.
- Steps to create, support systems to reduce the gender gap in academic and administrative domains by establishing Gender Champions, Centre for Women Empowerment, Equal Opportunity Cell, Counselling facilities and Students Clubs with equal representation of boys and girls.




Registrar
St. Peter's Institute of Higher Education and Research
(Deemed to be University U/S 3 of the UGC Act, 1956)
Avadi, Chennai-600 054



St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Deemed to be University U/S 3 of the UGC Act, 1956)
AVADE, Chennai - 600 054, Tamil Nadu.

Phone: 044-26558080-84
E-mail: registrar@spiber.ac.in
Website: www.spiber.ac.in

- Recruitment policy is to ensure merit and without any discrimination in the selection of staff in teaching and administration according to the Constitution of India.
- Admission policy is to ensure the enrolment of students to various programmes of study on merit and without any discrimination as per the norms of statutory bodies


Dr. SANYASDA SULTANA
PROFESSOR IN CHEMISTRY
DEPARTMENT OF CHEMISTRY
St. Peter's Institute of Higher Education and Research
(Deemed to be University U/S 3 of the UGC Act, 1956)
Avade, Chennai - 600 054




Registrar
St. Peter's Institute of Higher Education and Research
(Deemed to be University U/S 3 of the UGC Act, 1956)
Avade, Chennai-600 054



St. Peter's Institute of Higher Education and Research
 (Deemed to be University U/S 3 of the UGC Act 1956)
 Avadi, Chennai - 600 054, India

REF: SPIHER/CIR/ICC/Meeting 2023-24

Minutes of the Meeting of Internal Complaints Committee held on 08.04.2024 in Board room, SPIHER

Members:

1	Dr. Sayeeda Sultana, HOD, Chemistry	Convener
2	Dr. L. Mahesh Kumar, Registrar	Member
3	Dr. Kannan Gireesh, Psychiatrist	External Member
4	Mrs. Nivedha, Chidambaram, Administrative Officer	External Member (NGO)
5	Dr.S.Uma Maheswari, HOD, English	Member
6	Dr.R.Latha,HOD,CSA	Member
7	Dr. S.Smile,HoD/Commerce(BM)	Member
8	Dr.D.Tamilarasi,HOD IT	Member
9	Mrs. Bernath Mary, Deputy Finance Officer	Member
10	E.Gowtham Priyan ,II M.Sc Chemistry	Student Representative
11	R.Ratheksha,I Biochemistry	Student Representative
12	P.Jayasri, I B.Tech IT	Student Representative

The following agenda was discussed.

The convener of ICC welcomed the gathering.

1. **Orientation programs/Guest Lecture organized:** Awareness program and Workshops were organized on Safety Awareness for Women, Personality Development and Menstrual Hygiene, Personality Grooming, Mental Well Being and Human Trafficking-Modern Day Slavery in the academic year 2023-24 along with Women's Day Celebrations on 8.03.2024.

2. **Report on cases relating Sexual harassment for the academic year 2023- 24:** Nil

3. **Any other points with the permission of Chair:** Nil

[Handwritten Signature]
 Registrar