



**St. Mary's College (Autonomous)**  
Reaccredited with 'A+' Grade by NAAC (Cycle IV)  
Thoothukudi



## **CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.3 Faculty Empowerment Strategies Year 2018-2023**

#### **6.3.2 Percentage of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies during the last five years**

##### **➤ Resource Mobilization Policy**

#### **Redressal of Grievances**

The college Grievance Redressal Cell comprising of the principal, deputy vice- principal, lay vice-principals, two counselors and the student president, rectifies students grievances brought to the cell. Unresolved serious grievances are taken to the Review Committee constituted by the superior General.

#### **Review Committee**

- Consists of atleast three members- servites and lay to deal with the case
- Settles disputes of the individual members of teaching, non-teaching staff or students that cannot be resolved at the college
- Grievances should be placed in writing to the Superior General/Provincial
- Submission of grievance must be accompanied by a non-refundable arbitration fee of Rs. 1000 – draft drawn in favour of the Superior General/Provincial
- Evaluates earlier decisions taken locally in an effort to reach a just settlement
- Meets both the parties in question individually to be informed of the facts of grievance
- Ascertains the common ground of agreement and disagreement
- Evolves modalities of settlement through discussion among the members
- Holds discussions once again with the parties involved regarding the settlement
- Recommendations intimated to the Superior General in writing of three copies
- Final settlement communicated in writing to the aggrieved party and to the Management by Superior General
- The settlement announced will be binding on both the parties

The Grievance Redressal Cell and Review Committee create confidence in the members of the Marian family. Rectification and resolving of issues ensures a smooth functioning among the Servite Marian family.

#### **Financial Administration**

#### **Resource Mobilisation Policy : Procedures of the Institution**

#### **Mobilisation and Utilisation of Financial Resources**

The institution is known for its credibility and integrity in its functioning since its inception in 1948. In its developmental phases it looks back at the pioneers who laid the foundation for this prestigious institution. The hardships underwent by them in the establishment of the institution and maintaining its status quo is imprinted in the annals of St. Mary's College. Resources play a major role in implementing strategies laid for progress. The strategy laid by the institution makes a vital link between external funding challenges and the continued internal improvements essential to achieve the objectives.

### **Placing Strategy**

#### **Department Requirements**

- Heads of the departments need to plan their departmental requirements for the year
- They will have to submit the budget proposal to the Principal/Secretary
- It will include amenities or maintenance that needs to be done
- Minor departmental expenses will be met by faculty contribution
- Department accounts need to be maintained by staff-in-charge
- Expenses of higher denomination will have to be stated to the secretary
- Coordinators of various committees will have to maintain systematic accounts of expenditure incurred during the event/seminars/workshop and submit the same to the Principal
- Coordinators are thus made accountable to the Principal who in turn is accountable to the Management Committee

#### **Placing in Finance Committee**

- The financial committee will include and draw the annual budget
- Requirements are to be placed in the committee by the principal
- Deans will have to present the requirements of their schools in the committee
- Budget outlay for administration purpose will be drawn
- The secretary is in charge of discharging funds for utilisation
- Procurator will state the financial status
- Major decisions on financial resources and expenses will be placed in the Management council

#### **Placing in House Council**

- Will formulate strategic plan of expenditure to be met
- It will lay out the preamble and plan for the year
- The budget will then be presented in the Management Council
- Matters of priority and reach of dispensation need to be discussed
- Sanctioning will be done by the Superior General/Provincial/ Council the final authority
- Accounts will have to be maintained accurately for accountability

#### **External and Internal Audit**

- The institution will have to conduct internal and external audit every year
- The directions of the auditors need to be taken into account

- A certified Chartered Accountant needs to be appointed by the Management for professional auditing
- Accounts of the college are to be maintained and regularly monitored by the administrative staff
- Auditing is to be done by the authorized auditor and the Utilisation Certificate has to be sent to UGC every year

#### **Mobilisation of Funds**

- Receive funds from the management
- Fund mobilised from students' fees
- Obtain Grants from governmental organizations like UGC/ DST-FIST
- Faculty need to apply for Research Projects and receive funds for research
- Staff contribution for the institution, student welfare fund given
- Endowments made on behalf of faculty
- Alumnae and well-wishers contribution to meet event/ conference expenses
- Mobilize funds through consultancy

#### **Utilisation Requirements**

- Resources need to be properly utilized for the allotted purpose
- Urgent requirements need to be met for the welfare of student community and the institution
- Funds received should move only through proper channels of administration
- Amount collected for the purpose need to be spent for the purpose only
- Using funds at the appropriate time will avert major expenses

#### **Optimal Utilisation**

- Fund utilized for maintenance and building infrastructure
- Procurement of lab facilities and learning tools
- Payment of fees and helping the underprivileged students
- Endowment funds used for academic purpose
- Long term investment is kept in view
- Enhancing greenery, water facility and campus utility
- Student/Staff contribution at times of natural disaster and for charity are utilized rightly

The institution believes in accountability to the self as accountability to God. The growth of the institution will be a testimony for the proper utilization of resources.