

# MAHER –Resource Mobilisation Policy

Doc No: MAHER/RMP/SOP/01 | VERSION NO: 01

Date of Issue: 23/05/2020

## PREAMBLE

Meenakshi Academy of Higher Education and Research trust (MAHER trust) started in 2004 as a public charitable educational trust by Thirumathi. R. Gomathi wife of Thiru. A.N. Radhakrishnan a noted philanthropist has been the pillar of support for successfully managing Meenakshi Academy of Higher Education and Research (MAHER) along with the constituent colleges under its ambit. Since its inception, the trust has grown to the current status of being recognized as one of the premier deemed to be Universities under Section 3 of the UGC Act of 1956. The trust along with the office bearers have been working tirelessly for the upliftment of the society by its three-pronged approach of imparting high quality education, delivering affordable health services and supporting cutting edge research. The task of managing eight institutions which accommodate over 700 teaching faculty and over 4200 students is resource demanding. A careful and responsible use of resources is essential for MAHER to consolidate the growth achieved in the field of education and service so far and also to sustain it for realizing its vision. This need calls for drafting a **Resource Mobilisation Policy** by the Finance Committee approved by the planning and monitoring board and Board of Management of MAHER and shall serve as a guiding statement in matters pertaining to resource mobilisation.

Resource mobilisation is the process by which the appropriate resource is made available to the concerned person/institute to achieve a pre-specified aim. Resources that need to be mobilised in a timely and cost-effective manner include financial resource, materialistic resource, and human resource.

## SOURCES OF FUNDS

While MAHER trust continues to remain as the lifeline of MAHER for providing the required funds, mechanisms should be identified to tap other sources of resources as well. For instance, all constituent colleges are encouraged to apply for Union and state Governmental, medical, technological, industrial and scientific organisational funds wherever applicable for research purpose, human development purpose as well as for advancing of infrastructure of

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Verified by: Dr B Sivapathasundharam, Pro VC, MAHER

Approved By: Dr RS Neelakandan  
Vice chancellor, MAHER



A handwritten signature in green ink, appearing to read 'Neelakandan', written over the approved by text.

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MAHER. The funds received shall be religiously dedicated for the particular purpose for which it was obtained in the first place.

Further, the members of the staff are encouraged to mobilise funds by providing technological assistance and consultancy services to genuine projects flagged by various entrepreneurs and enterprises. However, an invitation for such services should be brought to the notice of the head of the concerned college/faculty before initiating any relationship. The financial aspects of such consultancy projects shall be in line with the MAHER's policy on Consultancy. Resources can also be mobilised from noted philanthropists, alumni and other NGO's. Such resources shall be utilized for the specific purpose for which they have been sponsored.

Human and material resources for a particular project shall be identified internally among the constituent colleges of MAHER and preference will be given for utilisation of the same. This includes use of research labs, ICT augmentation, identifying resource persons for various scientific deliberations and so forth. In the event of non-availability, an appropriate resource will be identified and used with the due approval of the head of the concerned institution. In such a case, preference will be given to those institutions/agencies with whom MAHER has signed a Memorandum of Understanding. The cost incurred for utilisation of external resource will be settled on a case to case basis by the concerned department or individual.

## Transparency in resource utilisation

Responsible use of resources irrespective of the source is essential for receiving it on a sustained manner. To facilitate transparency in resource utilisation, the concerned person is expected to maintain a detailed account of resource utilisation with all supporting documents and proofs which should be submitted to the appropriate office when demanded.

A dedicated account in a nationalized bank shall be maintained to handle all the financial resources obtained from Alumni, philanthropists, Government research grants and scholarships. Faculty members and students who mobilise financial resources are directed

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not to receive any financial resources in the form of cash personally and advised to receive the same as cheque or through online transfer to the bank account specified for the purpose. All transactions should be made to the prescribed MAHER account which then shall be transferred to the beneficiary by MAHER. In the event of cash receipt it is instructed not to receive cash exceeding 10000/- INR and a receipt duly signed by the finance officer shall be issued to the organization from where the resource is mobilised. Any financial resource received from philanthropists/NGO's/endowment chairs are exempted from income tax under Sec 80G.

All government funds shall be used for the specified purpose only and the report compiled along with the Certificate/Statement of Utilisation should be submitted for scrutiny in the appropriate committee/office. As far as internal funds are concerned, internal audit will be conducted by the Finance Officer of the concerned college which shall be verified and approved by the Finance committee of MAHER. The report of the internal audit will be produced before the Finance Committee.

Effective utilisation of the human resources should be ensured by the heads of the concerned department/institution/faculty. In case of any non compliance, corrective measures shall be initiated at the institution level and the same should be brought to the notice of MAHER. Similarly, the proper use of research infrastructure shall be monitored by the Research Director of the concerned research laboratory.

## REWARDS FOR RESOURCE MOBILISATION

Any member of staff of MAHER, be it teaching or non-teaching, or any Department which attracts a resource funding whose monetary value is at least Rs 1,00,000/- from any source other than MAHER trust, such as Government projects, philanthropists donations, endowment chairs shall be acknowledged and shall be honored with a certificate Plaque along with a Letter of Appreciation.

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## ACTIONS AGAINST MISUSE OF FUNDS

All funds provided for a particular project will be scrutinized for appropriate utilisation of the allotted fund for the quoted purpose. All the documents which are submitted for this purpose shall be duly verified by the head of the institution followed by finance committee. In case of any discrepancy, an explanation will be sought from the concerned staff member/student and resubmission of the relevant documents shall be necessary. In case of unsatisfactory explanation, corrective actions including termination of the candidate/investigator from the program as the highest punishment shall be taken. The candidate/ investigator shall be asked to return the entire amount received as research fund for the particular project and shall be directed to appear before a panel, which recommends further course of action after due enquiry.

## CONFLICT OF INTEREST

Any conflict of interest shall be brought to the notice of the head of the institution. In case, the candidate is not satisfied with the decision of the head of institution, the grievances can be escalated to MAHER for redressal through appropriate channels. The decision taken by the finance committee shall be considered final.

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