



# SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A' Grade, ISO 21001 2018 Certified Institution.  
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66008, 90951 66009



## FINANCE POLICY



Dr. A. SOMU, MBA.,M.Com.,M.Phil.,Ph.D.,  
Principal,  
Sree Saraswathi Thyagaraja College,  
Pollachi, Coimbatore,  
Tamilnadu - 642 107.



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## FINANCE POLICY

The financial policy is evolved by the College for optimum use of resources in achieving various objectives of the institution in accordance with the Vision and Mission and the Trust Deed of the institution.

### OBJECTIVES

- To ensure prudent and effective management of financial resources.
- To display honesty and transparency in all aspects of financial management and financial reporting.
- To comply with the legal requirements of various Acts.
- Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
- To present report to the management, donors, stake holders, beneficiaries and to the government.
- To execute projects according to the terms of conditions of the donor and to achieve the goals of the projects.
- To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
- To deliver maximum benefits at minimal cost.
- To practice standards according to the practices of the management of financial resources

### ACADEMIC PLAN WITH BUDGET

All UG/PG Departments, Centers, Cells, and Clubs have the liberty of preparing a comprehensive Academic Plan with an Annual Budget. Academics and other related requirements such as Skill Development Training, Placement Preparedness Initiatives, Invited Talks, Industry Visits, Seminars, Workshops, Market Expos, Alumni Connects, Internships,



**PRINCIPAL**

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Field Practicum, etc., are identified through the office bearers of student's association in consultation with the faculty members.

- These needs are discussed and finalized in the Department Meetings with Heads presided over by the Director / Dean of the department concerned.
- After healthy deliberations, events are finalized with budget allocations.
- Accordingly, an Academic Plan with Budget is prepared for the approval of the Principal and the Secretary for necessary implementation.
- All events are executed with the budget approved as per the Academic Plan
- Action taken on the above plan is reviewed once in every six months in the Management Review Meeting (MRM).

## GUIDELINES FOR FACULTY ATTENDING SEMINARS / CONFERENCES / FDPS

1. Adhering to the regulation of the College, these guidelines are applicable only to the faculty members who act as participants of the programmes and not as organizers or resource persons. However, these guidelines are exempted for Research Scholars and students.
2. This welfare scheme is granted to all faculty members and is subject to change according to the programmes. Prior sanction is mandatory and the same can be used for a righteous claim and the approval may be granted only if the work in the department is not affected.
3. All the faculty members are encouraged to attend Faculty Development Programmes, Workshops, and Conferences etc. to promote themselves professionally.
4. The Registration Fees, Course fees, Traveling allowance, Dearness allowance, Contingency expenses and related expenses will be recommended by the Principal wherein will be duly approved by the management on case to case.

## APPROVAL PROCESS

1. Initial approval (regarding the aptness of the programme, interest of participation keeping in mind probable benefits) is taken from the concerned Head of the Department.



2

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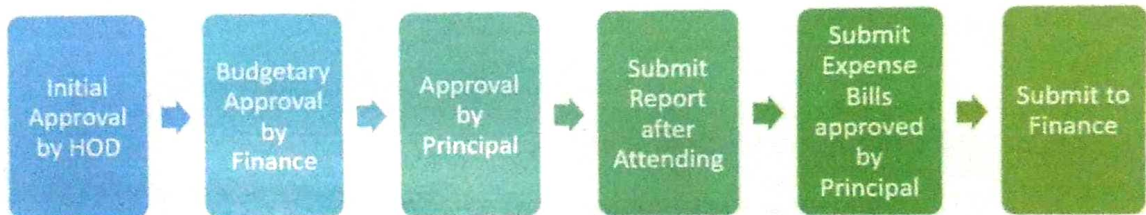
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2. Subsequently, application is forwarded to the Finance department for budgetary authentication. If all norms are followed, the applicant is instructed to meet the Principal.
3. After attending the programme, the faculty member essentially needs to submit a report on the programme and all relevant materials collected to the library. Furthermore, the faculty member is expected to conduct a similar session for all other faculty members if it is required by HOD or Principal.
4. The detailed report of the programme along with the statement of expenses along with the original invoices shall be forwarded through the concerned HOD to the Principal and Finance Officer for endorsement.



PROCESS FOR STAFF ATTENDING FDPs, TRAINING PROGRAMMES, WORKSHOPS, SEMINARS, CONFERENCES



3

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