



**PONNAIYAH RAMAJAYAM INSTITUTE OF  
SCIENCE & TECHNOLOGY (PRIST)**

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Declared as DEEMED-TO-BE-UNIVERSITY  
U/s 3 of UGC Act, 1956

**RESOURCE MOBILIZATION POLICY**

## GOAL:

To promote and nurture logarithmic, multi-dimensional resource mobilization model with in-built strategies for effective and efficient utilization of resources.

## OBJECTIVES:

- To diversify the avenues of resource mobilizations for the institution in all to be self sustained through the domain strengths of quality education, research and consultancy services by optimal utilization of the potentials of faculty, researchers, administrators, support staff and students
- To utilize optimally the infrastructure, instructional facilities and other human resources through strategies of effective deployment of manpower, proper feedback based appraisal system, forging productive collaborations leading to international brand building of PRIST and coordinating all these strategies through an effective strategy management system.
- To build Industry- Academic synergy in academic, research & development and consultancy through the efficient functioning of Institution Industry Interaction Cell.

## ROADMAP TO ACHIEVE THE OBJECTIVES:

### Human Resource Mobilization:

The institution will ensure that qualified manpower needed to efficiently run the institution and to offer the various academic programmes as per the norms of regulatory authority.

1. *Recruitment of Officers of the Institution:* The officers of the institution will be recruited through the procedure laid down by the MOA of the institution.
2. *Selection and Recruitment of Faculty:* As per the vacancies of faculty approved by the Executive Council (EC), the Registrar will publish about faculty requirements in the leading daily news papers. All the applications will be scrutinized by the Registrar. A Selection Committee will be constituted by the institution in accordance with the rules laid down in the MOA. The Selection Committee will carry out the interview and prepare a panel of selected candidates as per the merit. The Selection Committee will be headed

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by the Vice Chancellor. Appointments will be made as per the approved vacancies based on actual reporting against appointment letters issued by the Registrar.

3. *Appointment of other Supporting Staff:* As per the vacancies approved by the Executive Council (EC) the Registrar will take-up the matter for effective recruitment of other supporting staff.

### **Mobilization of Students against Intake**

The important part of cash inflow in budget outlay is the student admission and resulting fees received from them. In order to ensure that maximum seats are filled against approved intake following mobilization plan is implemented-

- *Quality Education & Infrastructure.* The University is to ensure that best teachers and world class infrastructure is available so the satisfied students work as ambassadors to mobilize new admissions.
- *Advertisements & Publicity.* The University should spend certain amount decided in the budget annually on this head to mobilize admissions effectively and create a brand value.
- *Infrastructure & Facilities.* This attracts quality intake and enhances mobility to attract maximum admission. Efforts therefore are to be made for ensuring world class facilities.
- *Counseling and Guidance.* The Counseling Cell mobilizes admission with quality intake by effective action plan, Counseling Cell will therefore, be provided with matching resources to meet the action plan.

### **Equipment & Material Resources**

Based on the Institutional Development Plan (IDP) the requirement of equipments and material resources will be worked out by respective departments in BoS and consolidated at university level by Academic Council and the Executive Council. The requirement will be examined by a designated Committee and purchase of equipment and other material resources will be carried out after getting due approval of the Finance Committee.

### **Infrastructural Resources**

In order to offer the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements will be worked out in

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terms of financial load and time needed.

#### **Government / Non-governmental funding for institution.**

- Endowments and Scholarships to students
- Central/State Government funding for NSS

#### **Contribution from Philanthropists for specific projects and programmes**

- Endowments and Scholarships: Given to meritorious students excelling in various fields
- Sponsorship and assistance from philanthropists: For conducting extension and outreach activities , technical and cultural facilities, seminars, charity.

#### **Alumni contributions**

- Sponsorship and Contribution from Alumni: Through efficient functioning of Alumni Association alumni are motivated to make significant contributions towards the institution infrastructure development and scholarship for students.

#### **Maintenance of Infrastructure**

- Building maintenance and infrastructure upgradation is achieved through regular monitoring by the Management through the Executive Council recommendation and devising suitable proposals for implementation.
- Allocation of adequate budget for annual maintenance of Institution infrastructure by the management.
- Sufficient support staff maintained for upkeep of infrastructure including toilets.
- Water Purifiers are regularly serviced.
- Painting, roof maintenance plumbing maintenance and repairs done, including sewer systems as per requirement.
- Mechanical equipment are repaired regularly.
- Provisions of Classroom Maintenance including furniture, doors and windows.
- General and emergency repairs are done with the management or department funds.
- The water tanks and well are cleaned regularly.

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### Optimum Utilization

- Optimum utilization of facilities by renting the institution auditorium to the public for socio-cultural events
- Examination hall and the classrooms utilized for the conduct of national level entrance examination and public service examinations on weekends and holidays..
- Annual Stock verification is done for each department

### Laboratory Maintenance

- A cost effective approach is followed for the laboratory maintenance. Annual stock verification of chemicals, glassware and all other lab equipment done.
- Mechanical and lab equipment are repaired and maintained by the lab assistants and complicated repairs are done with the help of professionals.
- Calibration and Refurbishing of laboratory equipment are done regularly.
- Wastage from laboratories is minimized using green protocol and reuse solvents.

### ICT Maintenance

- System Administrator for maintenance of major equipment, ICT instruments and UPS.
- The Institution has 1Gbps broadband facility and a dedicated server. All electronic equipment is protected by UPS or generator facility.
- In order to minimize e-waste, computers are serviced and reused.

### Library Maintenance

- Automating the library facilities using integrated library management software. Work on maintenance and digitizing of books, manuscripts and reports in progress.
- Library facilities are open to the neighboring community.
- Maintenance and utilization of library resources are done through strictly following the library rules. The maximum period of loan for books is 14 days.
- A book, if damaged or lost by a member, has to be compensated with fine.

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### Sports facilities maintenance

- Department of Physical Education monitors the maintenance of sports facilities of the institution.
- Regular inspection and maintenance of sports equipment and of sports field.
- Giving top priority to the safety of the players by renewing protective guards.
- Hiring professionals for special sports training and field maintenance.
- The equipment in Gymnasium are regularly serviced and new ones purchased as per requirement.

Linkages with industries are facilitated by user-friendly Consultancy Rules and IPR guidelines besides guidelines for facilitating MOUs and agreements for implementing Industry sponsored R&D projects in a time-bound manner. Necessary ecosystem creation by PRIST plays a pivotal role in bringing in significant financial resources through industries to the Deemed to be university.

Institutional norms developed by PRIST for facilitating Incubatees/Start-ups to utilize the infrastructure and faculty-expertise have resulted in the establishment of 'PRIST Innovation Incubation Centre'. This has also facilitated in housing Start-ups and Incubatees in the Centre for Research & Development bringing resources to PRIST.

PRIST also plans to establish the, 'SCIENCE & TECHNOLOGY PARK' with industry-on-campus approach which will bring in resources on one hand and 'Work-integrated learning' component/industry internships in all the teaching programmes of PRIST.

It is on the anvil to establish sector-specific manpower building, forging resource-intensive partnership models with industries, non-governmental agencies etc., through multi-modal approaches like strategy management office, business development office, Technology-transfer offices to translate the patents and other IPRs generated by PRIST into commercial products and processes.

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### **Corpus Fund creation:**

The resources of the Deemed to be University are optimally used, wherein, the recurring and capital cost for each year are met and the reasonable surplus is earned which shall improve the corpus fund of PRIST in order to strengthen the financial stability in the future years.

### **Funds Mobilization**

On the basis of Student Intake, Faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement will be examined and cash inflow/outflow will be worked out at BoS, Academic Council, EC and Finance Committee. A Resource Mobilization Plan is to be made annually and put up to the EC with the following broad outlines.

- Cash inflow from fees likely from students
- Cash inflow likely from Govt and Non Govt funding, Consultancy, Alumni Funding, Sponsorship/grants and interest etc
- Cash outflow based on already running programmes, new acquire, enhancement in expenditures, maintenances, administrative expenditure and depreciation. Repayment of earlier loans interest etc included in cash outflow
- Deficit due to difference between cash inflow and outflow
- The EC will discuss various options to meet the fund deficit. The EC will examine possibility of increasing cash inflow or/and reducing out flow by cutting on some demands, postponing some needs. After all the deliberations the EC will tentatively finalize the cash inflow, outflow, deficit and budget outlay.


### **Mobilization Plans**

The EC will deliberate and clear the Budget and Associated Action Plan with following options to maximize Funds Mobilization

**Maximize Cash Inflow:** Vice- Chancellor and Registrar will take necessary steps to ensure that admissions are done as per plans, fees is received on time and efforts are made to materialize inflow from fees and other planned resources.

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**Minimize Cash Outflow.** Vice -Chancellor and Registrar will ensure, through proper purchasing process and 'Conserve and Care Policy of Running Expenses' that cash outflow is minimum as per approved budget.

**Options to Meet the Deficit:** The net likely deficit will be discussed and finalized for funding by EC. Following options will be considered: -

- (i) Funding by Bank Loan
- (ii) Funding by Sponsoring Body
- (iii) Funding partly by Bank Loan and partly by Sponsoring Trust.

EC will

finalize the options and approve the final plan accordingly

**Institutional Resource monitoring mechanism:**

1. The effective and efficient use of the financial resources is monitored by suitable institutional mechanisms. The annual budget of revenue expenditure and capital is recommended by the Finance Committee and approved by the Executive Council (EC) of PRIST. Due analysis of the of the income and expenditure is made and presented to both Finance Committee and the Executive Council (EC). Since the recurring expenses and capital expenditure are projected to be within the budgeted resources of the Deemed to be university, deficit budget is not encouraged.
2. PRIST has a mechanism for both internal and external audit. The institutional accounts are regularly audited by both internal and external statutory audits. So far, there has been no major findings/objections by the audit.
3. As a part of this policy, it is envisioned that PRIST will evolve activity-based budgeting model along with time-line based deliverables, providing accountability-linked administrative and financial autonomy to all the constituent units of PRIST.

\*Policy as revised in June 2023



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