



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Affiliated to Pondicherry Central University, Recognized by Dental Council of India
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

6.4.1: Institutional strategies for mobilization of funds and the optimal utilization of resources

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CERTIFICATE OF THE HEAD OF INSTITUTION



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Dr.ANIL MELATH, MDS.,
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, our Institution has Institutional strategies for mobilization of funds and the optimal utilization of resources, details are given:




Dr. Anil Melath, was
Principal
PRINCIPAL
Mahe Institute of Dental Sciences & Hospital
Chalakkara, P.O. Pallor, Mahe - 673310
U.T. of Puducherry



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RESOURCE MOBILIZATION AND OPTIMAL UTILIZATION OF RESOURCES



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6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 Institutional strategies for mobilization of funds and the optimal utilization of resource

Response:

The main resources of the funds/revenue of the college (MINDS) can be broadly categorised into 6 categories

1. Donations.
2. Tuition Fee collected from the students .
3. External funding from the management.
4. Revenue from O.P.D of the college by registration of the patients , treatment and other Dental services of the patients.
5. Funds from Trust.
6. Hostel Rent

In addition to these regular sources, efforts are also made to mobilize additional finances to meet the demands of institutional needs by the Trustees.

Expenses:

1. Salaries and welfare of employees
2. Consumable for Administration
3. Infrastructure development and maintenance.
4. Library books, journals, and E-journals subscription.
5. Sport and recreation.
6. Electricity, water bills, etc
7. Affiliation fee/Renewal fees
8. Miscellaneous.

Accounting Software

The accounting of the college is computerized using the package of Tally 9, This facilitates the accounting and auditing process in a rigorous and reliable manner.



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Mahe Institute of Dental Sciences and Hospital is a self-financing affiliated institution managed by Mahe Educational and Charitable NRI Trust and has a clear mechanism for effective monitoring and efficient use of its financial resources. A proper system of financial planning is ensured by the Finance Committee constituted by the Management of the institute. The institute has a Budget Committee with Chairman, Principal, and HODs as members. The annual budget is prepared by the Budget Committee and the general development plan is prepared by the Administrator and approved by the Management, headed by Chairman. Budgetary allocations are made for the requirements of academic and administrative functions/activities.

Finance Section of Administrative office keeps records of all financial transactions under the control of Manager, Accounts Finance Dept. Funds are raised by way of fees collection from students and hospital collections from OPs. The fee is collected by bank transfer or through Cheque/DD/Cash directly deposited by the students in Accounts Dept.. Hospital collections are by digital transfer to the bank or by cash which is deposited with a bank on regular basis.

To ensure effective utilization of funds, all purchases are made with the approval of the authorities and based on quotations received without compromising on their quality. The structured mechanism is in place for using the consumable items. Also, the institute avoids non-budgetary expenditures.

Yearly Budgets

1. Budget from all Departments
2. Students fee details
3. List of staff members and new requirements

Yearly budgets are drawn up by the end of the prior year estimating the payments for next year. All the payments are prepared by the accountant/s and evaluated by the next higher level before submitting to the authorized signatory.

Budgeting Process :

All items of revenue and expenditure are judiciously budgeted for each upcoming year. The budget is prepared based on the actual expenditure of previous years and also the expansion requirements. Chairman at the beginning of the financial year, identifies the person to the Chairperson,



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convenor and members of the committee. Thus the validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee as is the discretion of Chairman.

Budget Monitoring

The Committee meets once in 6 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per CB-1 at least 2 to 3 days in advance.

Internal and external audits, Finance Committee effectively monitor the optimum utilization of resources. Planned budgets are monitored at the level of Principal, Accounts Head, and deviation if any are discussed at the Finance committee meetings and gives suggestions to improve efficiency to achieve budgetary goals and co-ordinates the budgetary control programmes.

Purchase Policy:

The institute follows a purchasing policy by which procurements of materials and services are done through various quotation modes, for which purchases committees are constituted for all units. On-campus, all purchases of stationery/consumables/cleaning materials/chemicals/glassware/surgical material, etc. are done centrally through purchase departments. The purchase department requests vendors to submit a quotation and finalizes both the rates and vendors for each item of material. Individual Units need not now do purchasing thereby saving on purchase costs and time. At the final stage financial approval of the Chairman of the Trust is obtained and an order is placed. Once the ordered material is received, the consignment is checked by the competent persons and entered into the stock register. After overall satisfaction of the items received and checked by the end-users, the payment is done as per the terms and conditions mentioned in the quotation concerned. In some cases the payment is made in advance too.

Cost-effective measures

Trust continues with its rigorous cost restricting exercises and efficiency improvements which have resulted in significant savings through continued focus on cost control process efficiencies and in all areas thereby enabling

the institution to maintain profitable growth in the current economic scenario.



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A Unit of Mahe Educational & Charitable NRI Trust
Accredited by NAAC with "A+" grade

BUDGET ALLOCATION COMMITTEE

VENUE: MINI CONFERENCE HALL: MEETING DATED : 15-04-2024
TIME : 10 AM

AS PER NOTICE DATED 08-04-2024, THE MEETING WAS CALLED IN ORDER.
THE FOLLOWING MEMBERS HAVE PARTICIPATED :

SL NO	NAME	DESIGNATION	STATUS
1	SHRI K.P.RAMESHKUMAR	CHAIRMAN	CHAIRPERSON
2	MR.BINOY	ASST.ACCOUNTS MANAGER	CONVENOR
3	MR.MADHU VISWANATH	MANAGER ADMINISTRATION	MEMBER
4	MR.K.JAYARAJAN	OFFICE SUPERINTENDENT	MEMBER
5	MS. SASIKALA	ASST.MANAGER ADMINISTRATION	MEMBER
6	MS.ASHRAF	FINANCE COORDINATOR	MEMBER
7	MS. PRASANTHI . M	HR EXECUTIVE	MEMBER
8	MS.VRINDA U V	ASST.ACCOUNTS	MEMBER

CONVENOR WELCOMED ALL MEMBERS TO THE MEETING. THE PURPOSE OF THIS MEETING

To analyze and approve the budget proposals received from various departments and committees for the fiscal year April 2024 to March 2025, the committee also reviewed the unused budget allocations approved for the period April 2023 to March 2024. Some remaining balances from previous projects have been carried forward to the budget for April 2024 to March 2025.

THE COMMITTEE REVIEWED AND APPROVED AS PER ANNEXURE -I ATTACHED HERewith THAT ARE SUBMITTED BY VARIOUS DEPARTMENTS AND COMMITTEES.

THE MEETING CAME TO A CLOSE AT 11.30 NOON



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MAHE

DATE : 08-04-2024

CIRCULAR

This is to inform Budget Allocation committee meeting is scheduled on 15-04-2024 at conference hall – Time : 10.00 am .

All committee members are informed to attend the meeting without fail.

CONVENOR

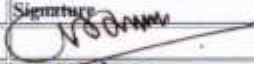
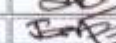
Chairman
Principal
Vice Principal
All committee Members
Admin Manager



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MEETING DATED: 15-04-2024

TIME: 10:00 AM

Sl. No	Name	Designation	Status	Signature
1	Shri. K.P. Rameshkumar	Chairman	Chairperson	
2	Mr. Binoy T.	Asst. Manager Accounts	Convenor	
3	Mr. Madhu Vishwanath	Manager Administration	Member	
4	Mr. K. Jayarajan	Superintendent	Member	
5	Ms. Sasikala	Asst. Manager Administration	Member	
6	Ms. Ashraf	Finance Coordinator	Member	
7	Ms. Prasanthi	H.R. Executive	Member	
8	Ms. Vrinda	Asst. Accounts	Member	



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	BUDGET PROPOSAL FROM 01-04-2024 TO 31-03-2025 (AMT IN RS)	APRIL 2024 TO Jun-24	JULY 2024 TO Sep-24	BALANCE AMOUNT Sep-24	OCT-24 to 31-12-2024	BALANCE Amount Dec-24	JANUARY 2025 TO Mar-25 (Actual Expenses)	Balance Mar-25
MEDICAL CONSUMABLE	750000.00							
MEDICINE PURCHASES	1200000.00							
LAB WORK	1800000.00							
TOTAL	2,04,50,000.00							
ADMINISTRATIVE AND OPERATIONAL EXP								
ELECTRICITY	3800000.00							
WATER	500000.00							
TELEPHONE	200000.00							
VEHICLE MAINTENANCE	1000000.00							
PRINTING AND STATIONERY	700000.00							
REPAIRS AND MAINTENANCE	600000.00							
WASTE DISPOSABLE	600000.00							
GAS AND FUEL	900000.00							
TOTAL	8100000.00							
OTHERS								
STUDENT SERVICES AND ACTIVITIES/CODE PROGRAMME	500000.00							
TRAVEL, TRANSPORT, CONFERENCE EXPENSES	400000.00							
TRAINING AND DEVELOPMENT FOR FACULTY & STAFF	300000.00							
TAX AND BUILDING TAXES, PROFESSIONAL TAX	500000.00							
VEHICLE TAX	75000.00							
MISCELLANEOUS EXPENSES	600000.00							
PROFESSIONAL & INSPECTION CHARGES	100000.00							
DONATION	300000.00							
AUDIT FEE	100000.00							
ENTERTAINMENT EXPENSES (REFRESHMENTS ETC)	300000.00							
BRANCH/DA TELITE CENTRE	200000.00							
TOTAL	3375000.00							
CAPITAL EXPENDITURE								
RENOVATIONS AND UPGRADE TO FACILITIES & WEBS	4500000.00							
PURCHASE OF NEW EQUIPMENT AND TECHNOLOGICAL ASSET	10000000.00							
INVESTS IN NEW PROGRAMS AND SERVICES	20000000.00							
PROJECT UNDER COMPLETION(FIRE & SAFETY)	15000000.00							
TOTAL	36000000.00							

(Signature)
B. B. B.
J. B.



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CONSOLIDATED ACCOUNTS STATEMENT FOR LAST ACADEMIC YEAR EXCLUDING SALARIES		
Sl.No	Particulars	2024-25
1.	Maintenance (Civil & Electrical etc)	8531445
2.	Research & Development	
3.	Equipment / Instruments -Dental	1293736
4.	Library-books/Library-e-journal	3448787
5.	Sports & Cultural Activity	1086511
6.	Training/ Travel	177589
7.	Green Practices	482832
8.	Dental Materials, Basic Sciences Lab & Clinical Training Consumables	18544843
9.	Financial Support for Teachers	354189
10.	Waste Management	577920