



**MAHATMA GANDHI MISSION'S DENTAL COLLEGE &
HOSPITAL**

Accredited by NAAC with "A" Grade
Plot No. 1 & 2 Sector-01 (Old 18 & 19),
Kamothe, Navi Mumbai- 410209
E-Mail ID: mgmdch@mgmmumbai.ac.in



Policy Document for Resource Mobilization

Sign:



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RESOURCE MOBILIZATION POLICY

MGM Dental College and Hospital, Navi Mumbai has its major source of income from Tuition fees collected from the students of various program courses offered and from treatment charges from the patients of the Dental hospital. Internal Auditors chalk out the annual financial plan of the institution channelizing the available resources from cash inflow towards the cash outflow in terms of expenditure incurred for Faculty salaries, maintenance, infrastructure, equipment and materials and support of academic facilities through an annual budget.

Purpose:

The annual budget earmarks funds from resources available to cater towards expenses which are decided upon by the department heads to address immediate and foreseen expenditure for infrastructural upgrade, library facilities, maintenance of existent facility, clinical materials, equipment and educational programs to be conducted for their departments within the academic and financial year. The tentative budgeting is compared to those of the preceding year under the various item heads to assess cash outflow towards expenses. The expenses are then met by the various sources funds through income by formulating the annual budgeting of the institution through constituent committees of purchase, maintenance, library, research committee, condemnation and other committees constituted to address emergency purchases.

Measures for budgeting:

- Expected cash inflow from tuition fees from students, Government and non-Government funding, consultancy, Grants, Bank deposits are assessed from account of preceding years
- Cash outflow incurred for program courses, Infrastructural upgrade, maintenance, library resources and equipment are planned as per requirement and need expressed for the function of constituent departments.

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- Existent liabilities in loan payments are taken into account during budgeting to see if there is deficit between income and expenses.
- Budget is drawn based on the availability of funds for disbursal among various cash outflow item heads and forwarded to the management for approval.
- The Management deliberates upon the proposed budget and approves the Budget with recommendations towards mobilization.
- The perspective plan of the Institute and budget is drawn such as to ensure continuous upgrade as per plan.

Measures to maximize cash inflow:

- The Dean of the institution ensures that admission process of the institution is conducted as per regulations and tuition fees from students are collected as specified by the regulatory authorities.
- Annual fees from students are collected upon commencement of the academic term and reminders are sent to parents regarding pending fees of their wards towards tuition and/or hostel accommodation.
- Patient treatment charges for patients in the dental hospital are decided by the management and different patient categories such as those below poverty line and outreach patients are provided waivers. Income is generated from the general patients in the institution, ECHS scheme beneficiaries and to those whom the institution provides consultancy services.
- MoU's drawn with INGA which funds comprehensive cleft care ensure funding for same.
- Research grants from government and non-government agencies help finance educational programs within the academic year.
- Consultancy services like histopathology reporting for advanced radiology also contribute to income.

Measures to minimize cash outflow

- The Dean with the various committees such as purchases committee, library committee, research committee, maintenance committee, condemnation committee identify expenditure that needs to be made based on priority and schedule purchases in a manner that needs are fulfilled without creating a fiscal deficit.

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- Purchases are made on institutional policy of procuring 3 different quotations from reliable vendors and are approved by the purchase committee upon scrutiny of financial officer.
- Pre-emptive maintenance contracts and buy back policies are made for expensive equipment when technological upgrades are expected
- Funding of research activity is sought from sponsors and agencies in terms of grants for projects, sponsorship of material and provision of facility and resource persons.
- Purchase of clinical material for patients with reasonable cost and requisite quality on recommendation by departments so as to maintain the subsidized cost to patients while still maintaining quality assurance of treatment rendered.
- Negotiations are held to get the best rates.
- Identify expenditure which could be deferred to a time point when cash inflow is more as compared to outflow
- For common items the campus approved rates are considered.
- High end purchases are done through CPD by floating tenders.

Options to meet the deficit:

If a deficit is encountered it is addressed by approaching the management which settles the matter on discussion with the financial officer through availing part / full Funding by Bank Loan and /or sponsoring bodies.

Monitoring of optimum utilization

The implementation and deviations from the allocated budgets at institutional level be monitored Department Heads, Dean, Finance Officer and scrutinized by the management through internal and external audit. Major corrective measure would be subject to approval of the Management.

Measures adopted for optimum utilization of funds:

1. Tentative budget performed on preceding year expenditure/ income/ deficit.
2. Financial officer advisory on annual budgeting.
3. Annual budget allocation to various committee formulated to addresses infrastructure/ purchase/ equipment/ faculty salaries / maintenance / library resources/ research activity and miscellaneous expenditure

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4. The well-established internal and external financial audits
5. purchase policy supervised by purchase committees towards procurements of materials and services done through well delineated tendering modes.
6. The Institute has a Central store by which all purchases are done centrally through the tendering process upon approval of purchase committee, finance officer, Dean of Institution and Management.
7. Salaries of Faculty are based on careful appraisal of attendance and dispersal of duties and incentives are based on performance based outcome.
8. Careful planning and scheduling are done so that all educational conference activity and cultural activity is performed within institutional premises so as to reduce cost of the venue.
9. Conference registration and travel expenses of faculty is confined to those who present their research.
10. Justification of need of purchase by departments is needed and subject to approval by purchase committee within specified timelines
11. Condemned items are auctioned or provided in buy back policy so as to develop funds towards other expenditure
12. Careful Monitoring of travel expenses and expenses towards food is performed during examinations.

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