



## ANNOOR DENTAL COLLEGE & HOSPITAL

Affiliated to Mahatma Gandhi University & Kerala University of Health Sciences

Recognised by Dental Council of India and Govt of India)

Muvattupuzha-686673, Ernakulam Dist, Kerala, India

E Mail: [annoordentalcollege@rediffmail.com](mailto:annoordentalcollege@rediffmail.com) website: [www.annoordentalcollege.org](http://www.annoordentalcollege.org)

Ph: 0485-2815217 Fax : 0485-2815817

### 6.4.1. Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### INDEX SHEET

SL.NO	DESCRIPTION	PAGE NO
1.	Certificate of the Head of the Institution	6
2.	Procedures for optimal resource utilization	8

CERTIFICATE OF THE HEAD OF THE INSTITUTION



*Dr. Giju George Baby*  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673



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## CERTIFICATE OF THE HEAD OF THE INSTITUTION



  
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### TO WHOMSOEVER IT MAY CONCERN

*This is to certify that institution has adopted strategies for mobilization of funds and the optimal utilization of resources.*

*Principal*



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### **PROCEDURES FOR OPTIMAL RESOURCE UTILIZATION**



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### Institutional strategies for mobilization of funds and the optimal utilization of resources

- Internal Fund mobilization are raised by way of fee collection from students and patient payment/ hospital charges for treatment
- Fees is collected by RTGS/NEFT or through Cheque/DD/Cash directly deposited by the students in the college bank account on a periodic basis
- The institution also ensures to secure additional funds from outside delegates of seminars and CDE programs organized at the institution and receives sponsorship from various bodies for the conduction of event
- For effective utilization of funds, short term deposits are created to meet out recurring expenditure on a monthly basis
- Yearly and monthly budgets are drawn up for efficient fund management

### Resource Mobilization policy

- Letters will be sent to the parents with the intimation of due dates for payment offees during the beginning of the academic year
- Fees will be collected and the statements will be added to the software
- Daily collection of funds from the hospital based treatment charges will be collected in individual departments and finally the amount is calculated and stored as a data in administrative office for the purpose of financial evaluation
- MIS received from the bank has to be upgraded on a daily basis to the software to identify the fees pending to be collected



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- Follow will be made for proper collection of funds

### Procedures for optimal resource utilization

- All the payments on a daily basis are prepared and closed by the accountant and inspected before submission to the next level signatory authorities (Accounts manager and finance director)
- Monthly budgets are drawn up by the end of the prior month estimating the payments
- The internal crosschecking and tally of funds is done on a daily and monthly basis using the software



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