



Inderprastha Dental College & Hospital

RESOURCE MOBILISATION POLICY

The main goal of the policy is to provide the best resources to the student and faculty. To achieve the vision and mission of the institution, management of resources available for various program is decided by members of Kunj Behari Lal charitable trust . The document outlines the protocol for efficient utilisation of generated funds.

The institution is self financed organisation, majorly financed by the courses offered by the institution. The Trust members monitor the optimal utilisation of the funds for the smooth functioning of the institution.

The following procedure is adopted for utilization of resources: The College Treasurer in consultation with the governing trust is responsible for the management of funds so as to maintain balance between income and expenditure of the college is in accordance with the annual budget.

1. **Planning** : Members of the trust of the college sets up a meeting to finalise the annual budget.
2. **Budget Formulation**: Administrative office in consultation with the Principal prepares consolidated budget of the institution and then it is forwarded to the Governing trust.
3. **Allotment** : The concerned faculty/staff prepares a note stating the details of the importance with supporting documents. Governing trust reviews the proposed budget and after approval, budget is allocated, sanctioned and funds are released.
4. **Expenses**: Funds are utilised for the staff salary, Consumables of laboratories, Research Grant, Procurement of books, National/ International journals, E-governance, development and maintenance



activities, attending Seminars / Workshops / Conferences / staff and student welfare programme.

5. **Audit** : Transparency and accountability is ensured by conducting annual audit of the statements. The Internal Auditor does the verification of Receipts and Payment accounts and External Auditors prepare the balance sheet of the college..

