



# SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL

(A unit of VELS Group, Pallavaram)

NAAC ACCREDITED



Approved by Govt. of Tamil Nadu (Lr. No.TN35013/MCA-2/2003; dt.7.9.2006 Approved by Dental Council of India, New Delhi  
Approved by Govt. of India Vide. F. No. V.12017/3/2003-DE, dt.14.07.2007 & dt.08.11.2011, Ministry of Health & Family Welfare  
Affiliated to The Tamil Nadu Dr. MGR Medical University

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## Resource mobilization policy document

- The main principle of the institution is to provide best resources to the students and faculty to run the institution for realizing its vision and mission. Accordingly, the budget estimates and fund requirements are made and mobilization of resources are planned. The resources of the college are mainly from fees collected from students and treatment charges collected from patients. The yearly budget plans are prepared for regular purchases of stationaries, and other consumables, students essentials, staff salary, books and journals, maintenance of old instruments and purchase of new equipment's. Fees collected from students are in various modes such as RTGS/NEFT/ Cheque /DD and direct deposit of cash in our bank account. Hospital treatment charges from patients are collected at the cash counter in reception area, through card, online payment and cash. At the end of the day the amount collected are submitted to Accounts department.

The following procedure is adopted for utilization of resources:

- **Planning:** the financial committee of the college sent circular for a meeting to finalize the budget for financial year.
- **Budget Formulation:** Administrative office in consultation with the Principal prepares consolidated budget of the institution and then forwards it to the financial committee for its final approval.
- **Allocation:** The financial committee reviews the proposed budget and then allocates the budget as per necessity of proposed expenses. If there is no incongruity, then the budget is sanctioned and funds are released.
- **Expenses:** Funds are utilized for the library i.e. procurement of books, national / international journals, E- governance, staff salary, development and maintenance of lab. In case any additional funds are required for unplanned activities like attending seminars / workshops / conferences / technical competitions, then the concerned faculty has to prepare a note stating the details of the importance with supporting documents. The concerned person is instructed to produce a detailed report for the utilization of funds. Thereafter, the note is forwarded to Principal through HOD for the consideration and approval by the Principal. Looking to the importance of the requirement, Principal forwards the note to the financial committee for its final approval.
- **Audit:** The Internal Audit team of the college verifies the expenses carried out under various institutional / departmental activities from supporting documents and give their remarks for the final settlement of the account. Internal and external audits are carried out by the Chartered Accountant at regular intervals

PRINCIPAL

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