

Criteria 6.4.3

Institutional Strategies for mobilization of funds and the optimal utilization of resources



6.4.3 A - Institutional strategies for mobilization and optimal utilization of resources

Strategies for optimal utilization of resources and funds

- Finance Committee: HEI formed the finance committee to monitor optimal utilization of resources and funds.
- Purchase Committee: Quotations are invited from vendors for purchase of requirements of HEI
- Scrutiny of Quotation: it is done by finance and purchase committee with standard parameters, decision taken for finalization of quotations.
- Budget Committee: The principal along with account, admin and finance, purchase committee consultation, the budget for the financial year is prepared for optimal utilization of resources and funds.
- Concern of Management: at major steps the principal always consults the Management for directives and decision.
- Accounts and Audit: To check and verify the finance, purchase, expense and income resources and funds. HEI appoints the statutory auditors – internal as well as External Auditor
- To promote academics: HEI has strategy for optimal utilization of resources and funds to promote academics. ICT facilities, library facilities, laboratory equipment's, laboratory needs, staff salaries and staff and student welfare.

The HEI achieves the following objectives

- To promote research activity
- To promote teaching learning enthusiasm.
- To promote extension activities, Social activities
- To promote distinctiveness of institute, best practice and students
- To promote quality education by undergoing assessment and accreditation process by NAAC



Budget Format

| Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies Budget for Financial Year 2023-24 | | |
|--|--|-------------------|
| S. No. | Heads of Accounts | Amount(Rs) |
| | Projected student's strength | 350 |
| I INCOME | | |
| 1 | Tuition & Other Fees | 45,781,973 |
| 2 | Sale of Admission Form | 200,000 |
| 3 | Miscellaneous Income | 14,000 |
| 4 | Bank Interest | 800,000 |
| 5 | Examination Fees | 716,072 |
| | TOTAL INCOME | 47,532,045 |
| | Less: Fee Concessions | 550,000 |
| | Less: Bad Debts | 400,000 |
| | NET COLLECTION | 46,582,045 |
| II EXPENDITURE | | |
| A DIRECT EXPENSES | | |
| 1 | Gratuity | 400,000 |
| 2 | Provident Fund | 576,000 |
| 3 | Salary & Allowance | 15,264,272 |
| 4 | Staff Welfare Expenses | 155,000 |
| 5 | Payment to visiting Faculty | 300,000 |
| | TOTAL (A) | 16,695,272 |
| B ADMINISTRATIVE COST | | |
| 1 | Accreditation Expenses/Affiliation Fee | 58,000 |
| 2 | Advertisement & Promotion | 714,000 |
| 3 | Annual Magazine | 114,300 |
| 4 | Internal Audit Fee | 79,000 |
| 5 | Bank Charges | 2,000 |
| 6 | Conveyance Expenses | 42,000 |
| 7 | Electricity Charges | 3,528,000 |
| 8 | House-keeping charges | 938,000 |
| 9 | Insurance Premium | 148,500 |
| | Miscellaneous Expenses | 70,000 |
| 11 | Municipal Taxes | 310,000 |
| 12 | Pest Control Charges | 50,000 |
| 13 | Photocopying Charges | 104,000 |
| 14 | Postage & Courier Charges | 10,000 |
| 15 | Printing & Stationery | 172,000 |
| 16 | Professional Fees | 25,000 |
| 17 | Licence and Renewal Fees | 150,000 |
| 18 | Meeting Expenses | 47,500 |
| 19 | Office Exp. | 10,000 |
| 20 | Security Charges | 693,000 |
| 21 | Telephone & Fax | 23,000 |
| | Photography and Videography | |
| 22 | Charges | 17,500 |
| 23 | Publicity, Promotion & Branding | 500,000 |
| 24 | Referral Fees | - |
| 25 | Uniforms to Staff | 42,500 |
| 26 | Water & Water Tanker Charges | 59,000 |
| 27 | Sports Day Expense | 140,000 |
| 28 | NAAC/NBA Expense | 200,000 |
| | TOTAL (B) | 8,256,300 |
| III CLEANING RESOURCES EXPENSES | | |
| 1 | Annual Celebrations (Independent Day/Pool etc) | 313,000 |
| 2 | Computer Software Exp | 162,000 |
| 3 | Examination Expenses | 50,000 |
| 4 | Exam. Remuneration to Professors | 100,000 |
| 5 | Extra-Curricular Activities | 50,000 |
| 6 | Subscription Exps | 4,000 |
| 7 | Food & Tea Expenses for Guests | 66,000 |
| 8 | Guest Speaker Honorarium | 60,000 |
| 9 | Internet Charges | 50,000 |
| 10 | Laboratory Expenses | 500,000 |
| 11 | Library Books Journal & Periodicals | 152,000 |
| 12 | Meeting Expenses | 5,000 |
| 13 | Membership of Professional Bodies | 5,000 |
| | Photography & Video Shooting | |
| 14 | charges | 5,000 |
| 15 | Prizes & Scholarships | 15,000 |
| 16 | Sports Equipments | - |
| 17 | Sports & Games | 133,250 |
| 18 | Teaching Aids/Resources | 50,000 |
| 19 | Convocation Exp. | 24,627 |
| 20 | University Share of Exam fees/ State board exam fees | 218,360 |
| 21 | University Share / State Board shares | 178,100 |
| 22 | Workshops for Staff/faculties | 30,000 |
| 23 | Bus Charges | 153,000 |
| 24 | Kitchen Exp | 2,000,000 |
| | TOTAL (C) | 4,294,337 |
| IV STUDENT WELFARE EXP. | | |
| 1 | Charges for Career Counsellor | 10,000 |
| 2 | First Aid Expenses | 5,000 |
| | Student Welfare Exps (Uniform, IV etc) | 7,966,360 |
| 3 | Training & Placement | 200,000 |
| | TOTAL (D) | 8,188,360 |
| V Repairs & Maintenance | | |
| 1 | Annual Maintenance Charges | 760,000 |
| 2 | Other Repairs & Maintenance | 396,000 |
| | TOTAL (E) | 1,156,000 |
| | TOTAL EXP (A TO E) | 38,583,269 |
| I - II SURPLUS/(DEFICIT) | | |
| | | 7,298,776 |
| Interbranch Rent- Bunts Sangha | | |
| | | 4,320,000 |
| | SURPLUS/(DEFICIT) | 3,478,776 |

For Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies

Principal

Vendor Quotation

BUNTS SANGHA MUMBAI
HIGHER EDUCATION COMMITTEE

Shashi Manmohan Shetty Higher Education Complex, Buntara Bhawan Marg, Kurla (East), Mumbai - 400 070.
Tel. : 2405 9000-99 / 2405 1243 | India : 9405 7922 | Email : bshetmeetings@rediffmail.com

| Work Order No. - BS-RPH-23-24094 | P.O. Date 26.12.2023 |
|---|--|
| 10 BVM Infotech 109 Mevadi, E.S. Patanwala Compound, L.B.S Marg, Chakrapur (West) Mumbai-400086 Mob. 9904411119/9820000890 | From Bunts Sangha Ramanath Payyade College of Hospitality Management Studies Buntara Bhawan Marg, Kurla East, Mumbai 400070. PAN No. - AAATB0337M GST- 27AAATB0337M1ZT |

| Sl. | Description of work | Qty. | Rate | Amount |
|---|---|------|----------|------------------|
| Repair of CPU's in Front Office Lab of RPH College | | | | |
| 1 | 1 Ball CPU 103 - Gigabyte motherboard replacement + OS format (servicing of desktop included) for Desktop, CPU 103 | 1 | 7,450.00 | 7,450.00 |
| 2 | 1 Ball CPU 1 - Motherboard replacement + OS format + Power Supply repair (servicing of desktop included) for Desktop, CPU 127 | 1 | 7,880.00 | 7,880.00 |
| Total | | | | 15,330.00 |

Rupees Fifteen Thousand Three Hundred Thirty Only.

Terms & Conditions:
1. 100% payment after completion of work and receipt of invoice.
2. The above rates are exclusive of GST.

Thanking You,
For Bunts Sangha's Higher Education Committee

Authorized Signature

26.12.2023
BMS/23-24/361

Rice Dealers
Higher Education Committee
Bunts Sangha Mumbai

Subject: Approval for repair of two CPU's at RPH Front Office Lab

Respected Sir/ Madam,

We require approval to repair two CPU's at RPH front office lab. 1 Ball CPU103 and CPU 127.

| Sr.No. | Company and Model No | Issues/Diagnosis | Amount (exclusive of GST) |
|--------------|----------------------|--|---------------------------|
| 1 | 1 Ball CPU103 | Gigabyte motherboard replacement + OS format (servicing of desktop included) for Desktop, CPU-103 | 7,450.00 |
| 2 | 1 Ball CPU127 | Motherboard replacement + OS format + power supply repair (servicing of desktop included) for desktop, CPU-127 | 7,880.00 |
| Total | | | 15,330.00 |

Kindly grant approval for the same.

Regards,
Sushant Shetty
Asst. Manager (IT)

Verified /Recommended by:
Remark, if any:

| Sr.No. | Budgeted Amount | Expenses incurred as on date | Balance Budgeted amount |
|--------------|-----------------|------------------------------|-------------------------|
| TOTAL | | | |

Signature
CL

Signed:
Accountant

Forwarded for your kind consideration and approval.

Remarks:

Chairman Vice-Chairman Vice-Chairman Secretary Treasurer

RPH
Front Office Lab

BUNTS SANGHA MUMBAI
HIGHER EDUCATION COMMITTEE

Shashi Manmohan Shetty Higher Education Complex, Buntara Bhawan Marg, Kurla (East), Mumbai - 400 070.
Tel. : 2405 9000-99 / 2405 1243 | India : 9405 7922 | Email : bshetmeetings@rediffmail.com

To,
Institute: Bunts Sangha Kurla

Ref: BMS/23-24/361

Dear Sir/Madam,

Thank you for giving us an opportunity to quote. Based on your desktop received at our service centre for repairs, a quotation for the same is attached in this document. We are pleased to quote you the following:

| Sr.No. | Company & Model No. | Qty. | Rate | Amount | Remarks |
|--------|---------------------|------------|--|--------|---------|
| 1 | Samsung CPU 103 | Desktop | Gigabyte motherboard replacement + OS format (servicing of desktop included) | | |
| 2 | Samsung CPU 127 | no display | Gigabyte motherboard replacement + OS format + power supply repair (servicing of desktop included) | | |

| Sr.No. | Particulars | Price (INR) | QTY | Total (exclusive of GST) | Balance |
|--------|--|-------------|-----|--------------------------|----------|
| 1 | Gigabyte motherboard replacement + OS format (servicing of desktop included) for Samsung Desktop, CPU-103 | 7,450 | 1 | 7,450 | 1.2 Bunt |
| 2 | Motherboard replacement + OS format + power supply repair (servicing of desktop included) for Samsung Desktop, CPU-127 | 7,880 | 1 | 7,880 | 1.2 Bunt |

Terms and Conditions:
Delivery: As mentioned above
Warranty: 6 months on parts replacement
6 months on standard repair
Note: GST is charged extra as per actual

Thank You for your business

Purchase Committee

11.PROCUREMENT

**(Uniform , Shoe, Belt, , Journals,
Textbooks, ID card, Gifts, Stationery,
Industrial Visit)**

CHAIRPERSON

Mr. Yogesh Utekar

MEMBERS

Mr. Ajay Kadam

Mrs. Kirti Suripaga

Mrs. Tanuja Tipnis

Mrs. Hemlata Shetty

STUDENT REPRESENTATIVE

Ms. Kanak Gupte

Mr. Tanishq Kanani

Mr. Harsh Keer

12 ATTENDANCE & MENTOR MENTEE

