

# THE MYSORE EDUCATION SOCIETY

MES/003/F&A/2022-23

Dt. 04<sup>th</sup> April 2022

To,

All the Head of Institutions,  
MES Group of Institutions,  
Bengaluru,

Dear Sir/Madam,

**Subject: Budget of MES for the year 2022-23**

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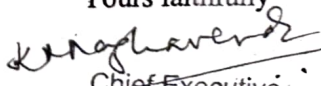
The Budget of MES group of institutions and the Society for the year 2022-23 has been approved by the Managing Committee. We are forwarding two copies of the Budget document; one copy is for the office use and the other copy is to be kept with the Head of the Institution to oversee the utilization of the funds allocated for various activities/purposes and carry out periodic review of item-wise expenditure under the respective heads.

With regard to the civil and electrical works and other maintenance related works, the nature of the works to be undertaken at the institute / campus has to be listed in consultation with all the department head and forwarded to the Manager (E&M). For procurement of ICT enabled equipment – Smart Class, Networking, Computers, Printers etc., related to the Information Technology, the nature of the works to be undertaken at the institute / campus has to be listed in consultation with all the department head and forwarded to the Manager (IT). After due evaluation of the proposals, the approval will be accorded by the Management.

We are forwarding the Budget of your institution for the year 2022-23 with the explanatory note for guidance and expected to follow the same.

The Head of Institutions has to monitor the expenditures at regular intervals. Proposals sent to Management Office has to furnish the Budget reference - Budget approved, Budget spent, balance available. Needless to say, the control should be exercised at the initial stage before execution rather than at the time of payment and bring in better financial discipline into the MES. In case the proposal exceeds the Budget approved, prior approval to be obtained by requesting for Budget Re-appropriation / enhancement of Budget. Utilization of higher budgets for student amenities, labs, equipment and fixtures etc. will be ensured through periodic monitoring of expenditure by HOIs and Manager (F&A).

Yours faithfully

  
Chief Executive  
The Mysore Education Society  
Malleswaram, Bangalore-560 003

## 1. General

The Budget is an estimate of the anticipated Income and Expenditure of an institution for the coming year. Income includes receipts from fees of various types, miscellaneous receipts, etc. Correspondingly, expenditure includes payments on salaries, recurring & non-recurring items, etc. The excess of income over expenditure provides the institution the internal resources to meet capital expenditure on acquisition of assets, additional infrastructure, etc.

The actuals of the previous year as well as the trends during the first ten months of the current year are taken as the basis for projecting the Income and Expenditure during the coming year. In case of new programs/courses, provisions are made on the basis of estimated activities and their estimated costs.

A very important aspect of Budget Control is that it should be exercised at the stage of according sanction and not at the stage of submitting of bills for payment. Situations may arise where the budget allocated may be insufficient to meet the expenses under a particular expenditure head of account. In such cases, any unspent amount in other heads of account may be re-appropriated with the detailed justification, on case to case basis. Proposals for additional budget/sanction should be sent separately with proper justifications.

## 2. Explanation of Terms

The Budget for the year 2022-23 is in two parts: Income and Expenditure.

## 3. INCOME

Income comprises of the Heads of Accounts listed out below:

- 3.1 **Tuition Fee:** Tuition Fee is fixed by the Management in accordance with guidelines issued by the regulatory authorities from time to time.
- 3.2 **Term Fees:** These include fees payable to Government (Board/University), fees for cultural and extra-curricular activities, for value-added programmes, student welfare/amenities/ insurance, etc.
- 3.3 **Student Activities Fees:** This fee is collected from Nursery to V Std, where Term Fees is not collected.
- 3.4 **Special Development Fee (SDF):** This is capped at Rs.2,500/- per student per annum as laid down by the regulatory authorities in un-aided institutions and Rs.500/- in aided institutions.
- 3.5 **Instructors Fee:** This fee is being collected only in case of Aided Institutions.
- 3.6 **Computer & ECA Fees:** This fee includes Extra-Curricular Activities carried out by the Institutions like Bi-box, Tally program, Computer education etc.,
- 3.7 **Other Receipts:** These include fees towards Application forms/ TC/ Study Certificate/ Examination Fee (to be paid to the Board/University) received from the students/ Eligibility Fee/ any reimbursements received from Board/University like NSS, Examination remunerations to be paid to staff/ Library Fine/ issue of duplicate ID Card/ Sale of Old Newspaper and Scrap items & any amounts received which is not mentioned in the above.

4.2.12 Travel & Conveyance: Conveyance includes local trips only. Travel shall include amount spent on outstation trips.

4.2.13 Water & Electricity include monthly BWSSSB/BESCOM payments, purchase of water cans, purchase of diesel for DG Sets, etc.

#### 4.3 STUDENT AMENITIES EXPENSES:

The Expenditure under this Head have been rationalised/standardised across MES and now comprise of 8 heads of accounts.

4.3.1 Exams & Test charges include all the expenses incurred in connection with monthly/unit/ tests/exams including worksheets/papers etc. and conveyance paid for collecting and submission of examination papers to Board/University.

4.3.2 Extra-Curricular Activities includes expenses of Art & crafts/Computer education/ NCC/ NSS/Tally programme/ I Star/ B.Box, Add-on Courses etc.

4.3.3 Festival & Cultural Activities includes annual day celebrations, Kalavedi, Yuvajanostava, Festivals & Poojas, National Day celebrations and festival & other cultural events like Freshers welcome; graduation ceremony.

4.3.4 Library & Magazines includes purchase of newspapers, journals, magazines, periodicals, printing of annual magazine. Purchase of library books (reference books etc.,)

4.3.5 Seminars & Conference includes expenses for conducting departmental/ college/ school - level workshops/seminars/conferences etc.

4.3.6 Laboratories expenses includes purchase of lab consumables, items purchased for conducting the experiments (plants/insects etc.,)

4.3.7 Sports/Medical includes sports day, printing of school diary, Identity cards, association expenses, medical check-up, Covid-19 expenses like sanitation, masks gloves, thermal scanner etc.,

4.3.8 Student Welfare Programs includes disbursement of scholarships, Mid-day meals, books and fees concession for students, insurance, cash awards etc.,

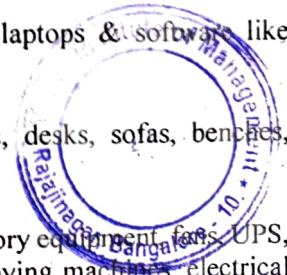
#### 5. CAPITAL EXPENDITURE:

Purchase of Capital Assets – value less than Rs.5,000/- per unit cost to be written-off  
(NOT TO BE CAPITALISED)

5.1.1 Computers & Software includes the purchase of computers, laptops & software like antivirus, MS office, OS etc

5.1.2 Furniture & Fixtures includes the purchase of tables, chairs, desks, sofas, benches, cupboards/shelves etc.

5.1.3 Equipment & Electrical Fittings includes the purchase of laboratory equipment, fans, UPS, DG set, tubular batteries, Audio & Video equipment, photocopying machines, electrical fittings like lifts, Air conditioners/coolers, Sports materials like Gym equipment, Fire extinguishers, EPABX – telephone instruments, Water purifiers, Mobile handsets, TV/CCTV surveillances, Printers, Vacuum Cleaner, Refrigerator, Black Boards. LCD Projectors etc.,



NAME OF THE INSTITUTION: MES INSTITUTE OF MANAGEMENT, RAJAJINAGAR  
BUDGET FOR THE YEAR 2022-23

Amount in Lakhs

Sl. No	Particulars	Actuals for 2020-21	Budget Approved For 2021-22	Actuals from 01.04.2021 - 31.12.2021	Anticipated for 2021-22 (upto Mar-22)	Proposed Budget For 2022-23
<b>INCOME</b>						
1	Tuition Fees	166.83	209.72	100.75	209.24	212.46
2	Term Fees	30.69	28.45	4.17	20.91	21.21
3	Student Activity Fees	-	-	-	-	-
4	Special Development Fees	17.20	16.02	3.20	16.00	16.25
5	Instructors Fees	-	-	-	-	-
6	Computer & ECA Fees	13.93	-	1.92	8.77	8.08
7	Other Receipts	1.92	0.75	0.92	1.24	1.00
8	Interest Income	0.67	0.50	0.58	0.78	0.50
	<b>Total Income (A)</b>	<b>231.24</b>	<b>255.44</b>	<b>111.54</b>	<b>256.94</b>	<b>259.50</b>
<b>EXPENDITURE</b>						
<b>ESTABLISHMENT EXPENSES</b>						
1	ESI Employers Contribution	0.25	0.30	0.16	0.23	0.20
2	PF Employers Contribution	5.78	6.50	3.56	5.25	6.50
3	Salary to Staff	121.66	130.00	84.24	117.94	144.00
4	Staff Child Fee Concession	2.13	-	-	0.80	-
	<b>Total - B</b>	<b>129.82</b>	<b>136.80</b>	<b>87.96</b>	<b>124.22</b>	<b>150.70</b>
<b>ADMINISTRATIVE EXPENSES</b>						
1	Advertisement	-	-	-	-	0.50
2	Audit Fees	0.48	-	-	-	-
3	Financial Charges	0.01	0.10	0.01	0.03	0.10
4	Office Expenses	0.88	2.00	0.74	1.74	2.00
5	Postage/Telephone/Courier	0.61	0.75	0.39	0.64	0.75
6	Printing & Stationery	1.14	0.75	0.73	1.18	0.75
7	Professional Charges	0.42	-	-	-	-
8	Registration & Renewals	8.98	6.00	4.95	11.00	9.00
9	Rent/Rates & Taxes	1.18	-	-	-	-
10	Repair & Maintenance	19.28	9.00	12.25	15.25	13.08
11	Security & House Keeping	0.42	0.50	0.38	1.38	1.00
12	Travel & Conveyance	0.29	0.25	0.28	1.09	0.40
13	Water & Electricity	0.03	0.10	-	-	0.10
	<b>Total - C</b>	<b>33.72</b>	<b>19.45</b>	<b>19.73</b>	<b>32.31</b>	<b>27.68</b>
<b>STUDENT AMENITIES EXPENSES</b>						
1	Exams & Tests Charges	0.09	4.00	-	0.20	3.00
2	Extra Curricular Activities	6.72	0.50	5.54	9.54	1.00
3	Festival & Cultural Activities	0.38	2.50	0.78	2.74	2.50
4	Library & Magazines	2.19	3.50	0.47	3.52	4.00
5	Seminars & Conferences	0.40	0.75	0.24	0.24	0.50
6	Laboratories	-	-	-	-	-
7	Sports & Medical	1.69	0.75	1.25	1.77	0.75
8	Student Welfare Programs	-	2.25	-	-	2.00
	<b>Total - D</b>	<b>11.47</b>	<b>14.25</b>	<b>8.28</b>	<b>18.01</b>	<b>13.75</b>
	<b>Total Expenditure (B+C+D) E</b>	<b>175.01</b>	<b>170.50</b>	<b>115.97</b>	<b>174.54</b>	<b>192.13</b>
	<b>Excess of Income Over Exp (A-E) F</b>	<b>56.23</b>	<b>84.94</b>	<b>(4.43)</b>	<b>82.40</b>	<b>67.37</b>
<b>REFLECTED IN BALANCE SHEET</b>						
	<b>Capital Expenditure Amount - INCOME - G</b>	<b>40.14</b>	<b>37.60</b>	<b>7.04</b>	<b>37.98</b>	<b>46.41</b>
<b>CAPITAL EXPENDITURE</b>						
1	Computers & Software	0.12	-	5.79	6.59	25.00
2	Furniture & Fixtures	-	11.80	-	4.50	10.00
3	Equipments & Electricals Fittings	-	7.68	1.15	12.00	2.00
4	Library Books	-	-	-	-	-
5	Building	-	-	-	-	-
6	Land	-	-	-	-	-
	<b>Total - H</b>	<b>0.12</b>	<b>19.48</b>	<b>6.94</b>	<b>23.09</b>	<b>37.00</b>
	<b>NET SURPLUS (A+G-H) I</b>	<b>96.25</b>	<b>103.06</b>	<b>(4.33)</b>	<b>97.29</b>	<b>76.78</b>

Secretary  
Mysore Education Society  
Malleswaram, Bengaluru-560 003

Chief Executive  
The Mysore Education Society  
Malleswaram, Bangalore-560 003

Chief Executive  
The Mysore Education Society  
Malleswaram, Bangalore-560 003

PRINCIPAL  
MES Institute of Management  
Rajajinagar, Bangalore-560 010