

I.T.S DENTAL COLLEGE, HOSPITAL AND RESEARCH CENTRE

47, KNOWLEDGE PARK III, GREATER NOIDA

6.4.1

PROCEDURES FOR OPTIMAL RESOURCE UTILIZATION

The following procedure is adopted for utilization of resources:

1. **Planning:** Governing Council of the college calls a meeting to finalize the annual budget.
2. **Budget Formulation:** Administrative office in consultation with Principal prepares consolidated budget of the institution and then forward it to the Governing Council for its final approval.
3. **Allocations:** The Governing council 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.
4. **Expenses:** Fund are utilized for the development of laboratories, procurement of books, national / international journals, staffsalary, E- governance, development and maintenance activities. In case any additional funds are required for unplanned activities like attending seminars/ workshop/ 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. Through HOD for the consideration and approval by the Principal. Looking to the importance of the requirement, Principal forwards the note to the Governing Council for its final approval.
5. **Audit:** The Internal Audit team of the college verifies the expenses carried out under various institutional/ departmental activities form 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 to ensure a proper utilization of the funds as per their allocation. Budget Utilization Report is prepared and forwarded to Governing Council.

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RESOURCE MOBILISATION POLICY

The cardinal principle of management of the institution is to provide best resources to the students and faculty to run the institution for realizing its vision and mission. This document draws the policies for resource mobilization. Accordingly, the budget estimates and funds requirements are made and mobilization of resources is planned.

The Institution is a Self-financed organization in which the major financial resource is the student's fees coming from courses offered by the Institute. The Institution makes all efforts to secure additional funding such as it collects fee from outsiders to attend Seminars and Workshops organized at the Institute and receives sponsorship for the events. However, the funds so received are mainly utilized to offset the deficiency arising due to offering subsidized treatment to patients in order to treat maximum number of patients as it helps to our students to treat different type of patients, to offset the deficiency arising due to organizing camps at different villages nearby the college, to offset the cost arising due to offering free treatment to poor patients on case to case basis.

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