



## TAGORE DENTAL COLLEGE & HOSPITAL

DT: 07.04.2019

### Policy document for optimization of resources

The finance department is completely computerized and headed by the financial officer and 2 assistants in maintaining the accounts of the institution. They are responsible to prepare monthly statements of income and expenditure and bank reconciliations, fees dues from students and bills payable statements. Bills payable are attested by the Principal to make sure of the quantity and prices before sanctioning the payments. Every department will prepare the budget required for the next academic year to obtain equipments, to conduct CDE programs, conferences, workshops, and up gradation of infrastructure and equipment. The budget is consolidated and normalized based upon the anticipated income from student's tuition fees. The procurement of equipment and instruments are negotiated collectively by the academic council members.

The Staff are instructed to make the maximum usage of the equipments and interdepartmental usage is encouraged for effective usage. Yearly stock check is done by the stores department and by staffs or other departments to keep in check on the availability and usage of equipments. The charges collected from patients are channeled through the accounts department for purchase of consumable materials for the college hospital and works in a non-profit model.

  
PRINCIPAL

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