



TAGORE DENTAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600 127. Ph : 044 - 3010 2222
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Recognized by The Dental Council of India, New Delhi
Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.

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 the infrastructure and equipments. The budget is consolidated and normalized based upon the anticipated income from student's tuition fees. The procurement of equipment and instruments of negotiated collectively by the academic council members. The staffs are instructed to makes the maximum usage of equipments and interdepartmental usage is encouraged for effective usage. Yearly stock check is done by the stores department and by staff or other departments to keep in check and availability and usage of equipments. The charges collected from patients are channelled through the accounts department for purchase of consumable materials for the college hospital and works in a non-profit model.


DR. C.J. VENKATA KRISHNAN, M.D.S., Ph.D.,
PRINCIPAL
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