



Inspired by Shree Santram Maharaj
DINSHA PATEL COLLEGE OF NURSING

Managed by... MAHAGUJARAT MEDICAL SOCIETY, NADIAD.

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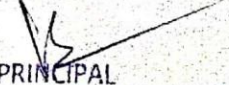


PROCEDURES/ STEPS FOR OPTIMAL RESOURCE UTILIZATION

Optimum utilization of funds is ensured through:-

- 1) The demands of equipment, articles & infrastructure submit by concern staff to the institutional Advisory committee.
- 2) Advisory committee is variefy & checks the actual need of requirement.
- 3) After verification of the demands, it is forward to the management for the final approval.
- 4) Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.
- 5) Adequate funds are allocated for effective teaching-learning practices that include Conferences,. Workshops, Inter-disciplinary activities, training programmes, Refresher Courses that ensures quality education include organization for conference.
- 6) After final approval of budget the purchasing process is initiated by institutional advisory committee, accordingly the quotations called and after the negotiations purchase order are recommended to the management.
- 7) The payment is released after completion of the task. it is done as per the terms and conditions mentioned.
- 8) All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. An ultimately authorized person operates the transaction through the channel of the Account, Principal & Director.
- 9) The entire process of the procurement of the material is monitored by the Advisory committee and Principal at-institute level then the finance department at corporate office level.
- 10) Some funds are allocated for social service activities as part of social responsibilities through NSS, SNA & Share & care.
- 11) Financial audit is conducted by chartered accountant every financial year to verify the compliance




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