



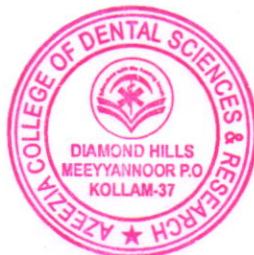
AZEEZIA

COLLEGE OF DENTAL SCIENCES & RESEARCH

PROCEDURES FOR OPTIMAL RESOURCE UTILIZATION

The institution has a mechanism to monitor the effective use of funds received from various sources. The following procedure is adopted for the utilization of resources:

- A meeting summoned by the governing body would finalize the annual budget of the academic year.
- All the major financial transactions are analysed and verified by the governing body under different heads:
 - Research and Development
 - Software
 - Library books/journals
 - Repair & Maintenance
 - Equipment & Consumables
- Institute adheres to the utilisation of budget approved for academic and administrative expenses by management.
- A system for purchases and procurements of goods and services has been laid out and strictly enforced.
- For large purchases prior approval of higher competent authorities is made mandatory.
- After final approval of budget, the purchasing process is initiated by the purchase committee.
- The entire process of the procurement of the material is monitored by purchase committee.
- Finally, the account section of the administrative office verifies the expenses carried out under the various institutional/departmental activities from the supporting documents and gives 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 proper utilization of the funds.



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