

Policy on Procedures for Optimal Resource Utilization

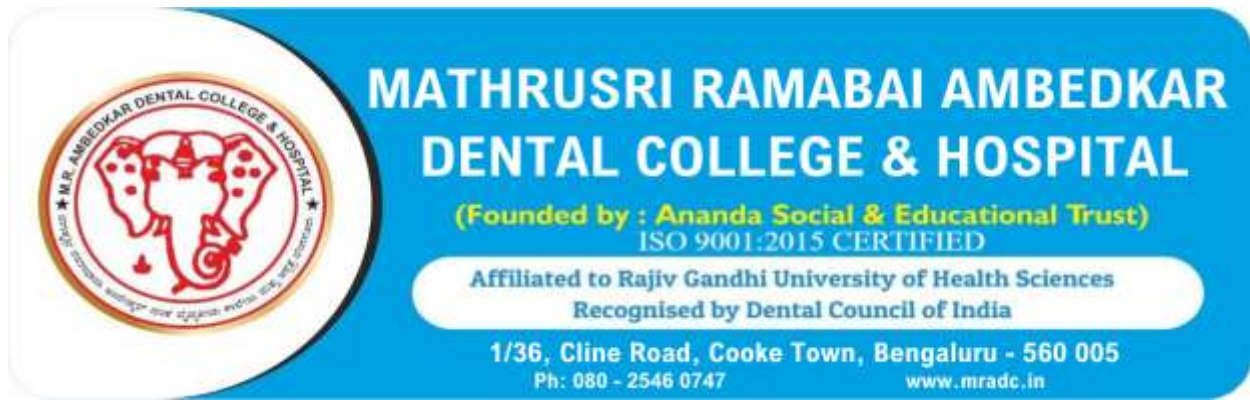
M R Ambedkar Dental College & Hospital, Bengaluru

Introduction: M R Ambedkar Dental College & Hospital (MRADCH) is committed to ensuring the effective and optimal utilization of its resources. This policy outlines the procedures for planning, budgeting, allocation, expenditure, and auditing to maximize the use of financial and material resources while maintaining transparency and accountability.

1. Planning

The institution encourages a collaborative planning process to identify resource requirements. The procedure is as follows:

- **Departmental Meetings:** The Heads of Departments (HODs) conduct regular meetings to assess the needs of their respective departments. These meetings identify key requirements such as laboratory equipment, teaching materials, infrastructure development, and academic resources.
 - **Proposal Submission:** Each department prepares a detailed proposal that outlines the requirements and the estimated financial resources needed. These proposals are forwarded to the Principal for review.
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2. Budget Formulation

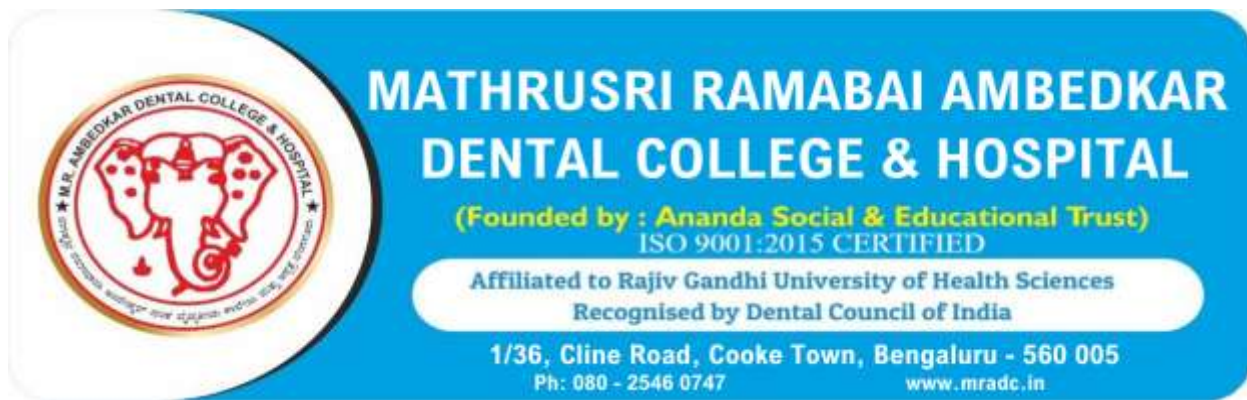
The budgeting process ensures that all departments' needs are considered while preparing the institution's overall budget. The steps include:

- **Departmental Budgets:** Each HOD prepares an annual budget based on the needs and priorities of their department. The budget is then submitted to the Principal for review.
- **Consolidated Budget:** The Principal reviews the departmental budgets and collaborates with the administrative office to prepare a consolidated institutional budget. This budget reflects the overall financial requirements of MRADCH.
- **Principal's Review:** The Principal reviews the consolidated budget, ensuring alignment with institutional goals, and forwards it to the Governing Council for approval.

3. Allocation

Once the budget is formulated, it undergoes a thorough review and approval process:

- **Governing Council Review:** The Governing Council reviews the proposed budget submitted by the Principal. They evaluate the necessity and alignment of the proposed expenses with institutional goals.
- **Budget Sanction:** After the review, if the Governing Council finds no discrepancies, the budget is sanctioned, and funds are allocated accordingly.



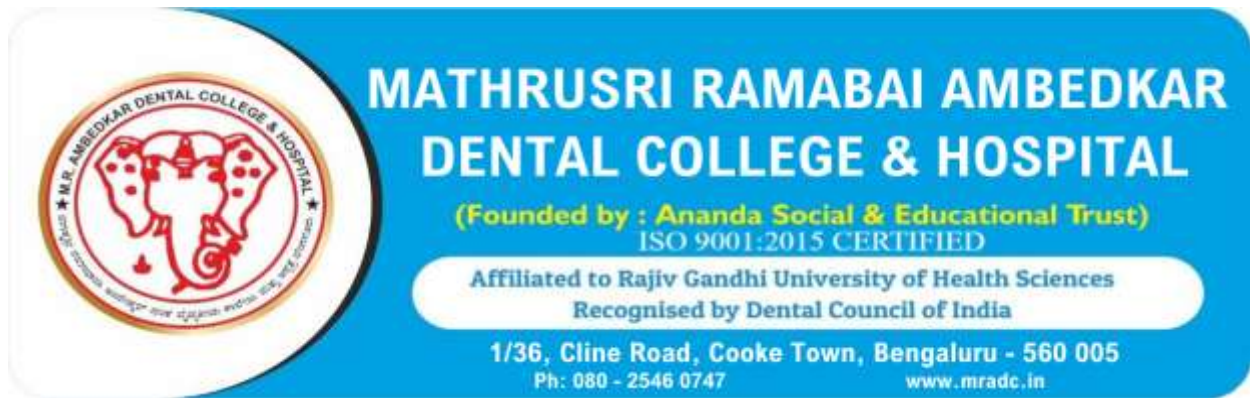
4. Expenses and Utilization of Funds

The institution prioritizes effective utilization of resources, ensuring that funds are used for activities that benefit the institution and its stakeholders:

- **Fund Utilization:** Allocated funds are used for key activities such as:
 - Development of laboratories and clinical facilities
 - Procurement of books, national and international journals
 - Staff salaries and incentives
 - Infrastructure development and maintenance
 - Research activities and student programs
- **Additional Fund Requests:** In the event that additional funds are required for unforeseen expenses or new initiatives, the concerned faculty or department must prepare a detailed proposal, including supporting documentation. In some cases, a presentation may be required to justify the expenditure.
- **Final Approval:** The Principal reviews the request for additional funds and forwards it to the management for approval. Once sanctioned, the Principal authorizes the relevant HOD or committee to utilize the requested funds.

5. Monitoring and Auditing

A structured mechanism is in place to ensure that all expenditures are monitored and audited for compliance and proper utilization:



- **Accounts Verification:** The accounts section of the administrative office is responsible for verifying all expenditures against the allocated budget. Supporting documents such as invoices, purchase orders, and receipts are thoroughly examined.
- **Audit Process:** Internal and external audits are conducted regularly by a Chartered Accountant to ensure that funds are utilized as per the budget allocation. The audit process verifies that all financial transactions are transparent and adhere to institutional policies.
- **Final Settlement:** After verification, the accounts section settles the expenditure accounts and provides a comprehensive report to the Principal and management.

Conclusion

M R Ambedkar Dental College & Hospital's procedure for optimal resource utilization ensures that all financial resources are effectively mobilized, transparently allocated, and efficiently used. Through systematic planning, budgeting, and auditing, the institution maintains accountability while promoting growth, excellence in education, research, and patient care.
