



## **TAGORE DENTAL COLLEGE & HOSPITAL**

Rathinamangalam, Melakkottaiyur Post, Chennai - 600 127. Ph : 044 - 3010 2222  
E-mail : tagoredch@gmail.com / admin@tagoredch.in Website : www.tagoredentalcollege.com

Recognized by The Dental Council of India, New Delhi  
Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.

**DATE: 12.08.2022**

### **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 staff 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 channeled through the accounts department for purchase of consumable materials for the college hospital and works in a non-profit model.

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### **RESOURCE MOBILIZATION POLICY DOCUMENTS**

The resources of the college are from student's fees and patient collection. Budget is prepared every year for the regular purchase of stationary and other consumables ,printing, student essentials ,salary of staff ,infrastructure maintainance,library books and journals and upgrade old equipments and purchase of new equipments.

  
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