



Bapuji Educational Association (R.)

COLLEGE OF DENTAL SCIENCES

I Q A C

INTERNAL QUALITY ASSURANCE CELL



**POLICY DOCUMENT FOR FINANCIAL MANAGEMENT AND RESOURCE
MOBILIZATION**

Mobilization of funds:

1. Funds are raised entirely by collection of fees from students and hospital revenue.
2. Fees are collected digitally by RTGS/NEFT/Cheque/DD/Cash, which is directly deposited by students in the institutional bank account.
3. Hospital revenue is collected by cash only and deposited in the institutional bank account on a daily basis.
4. Yearly budget are drawn up for efficient fund management.

Utilization of funds:

1. Raised funds of the institute, from various sources, are allotted for purchase of equipment, journals, text books, stationaries, consumable, Dental materials, salary etc.
2. Office manager seeks quotations from various vendors for purchase of equipment and Dental materials which are required for the institute for its academic and treatment activities.
3. The various quotations obtained are scrutinized by office Manager and accountant for its feasibility. The quality, price, guarantee, terms of service and conditions applied for the equipment/materials which needs to be purchased will be scrutinized by the office Manager and accountant along with specified technical team.
4. It is then forwarded to the Principal/Director for final approval. In case for that particular year expenditure exceeds the allotted budget, approval from management is obtained.
5. Once the budget is approved from the management the order is placed and purchase process is carried out.

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