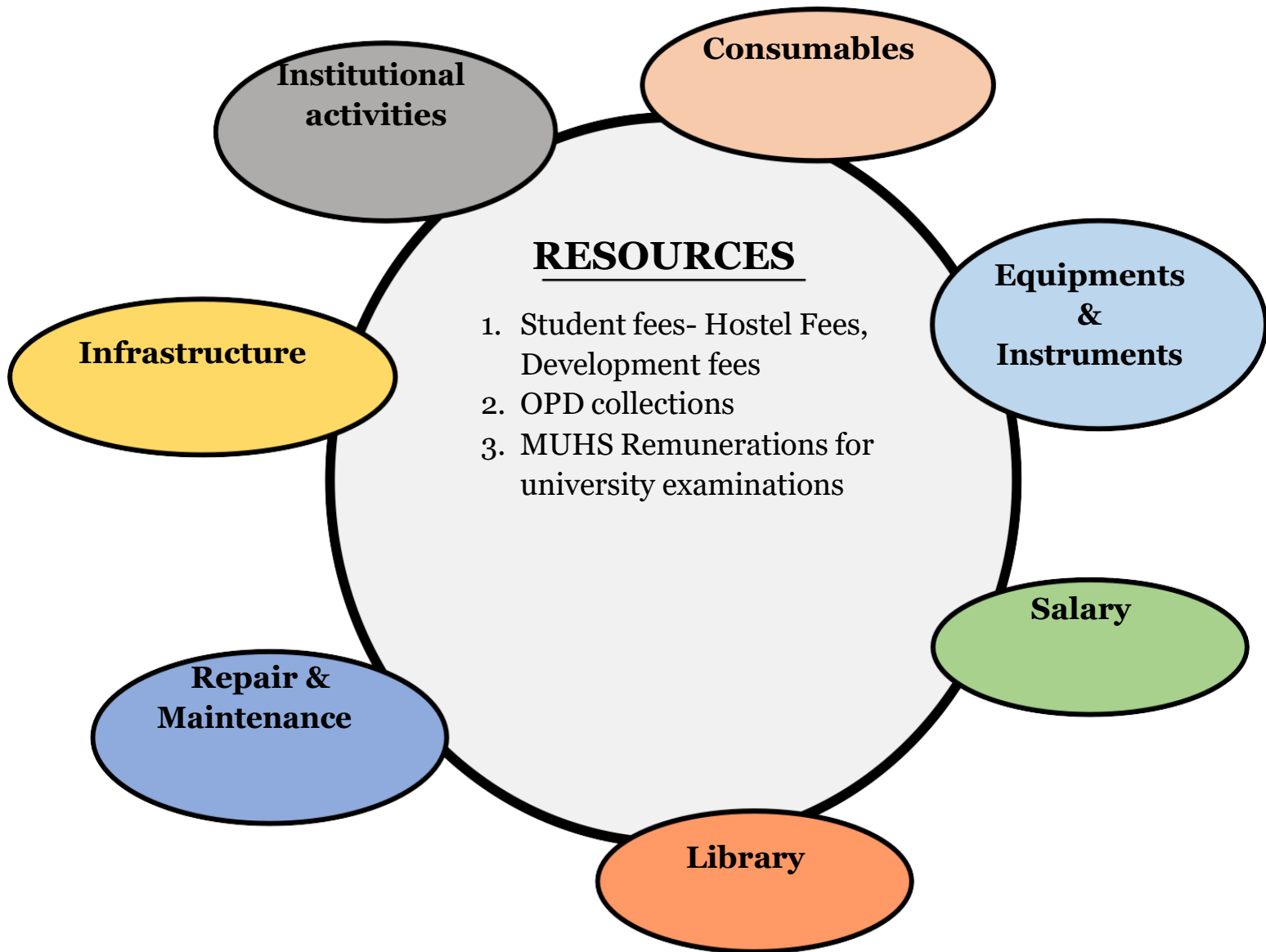


PROCEDURE FOR OPTIMAL RESOURCE UTILIZATION

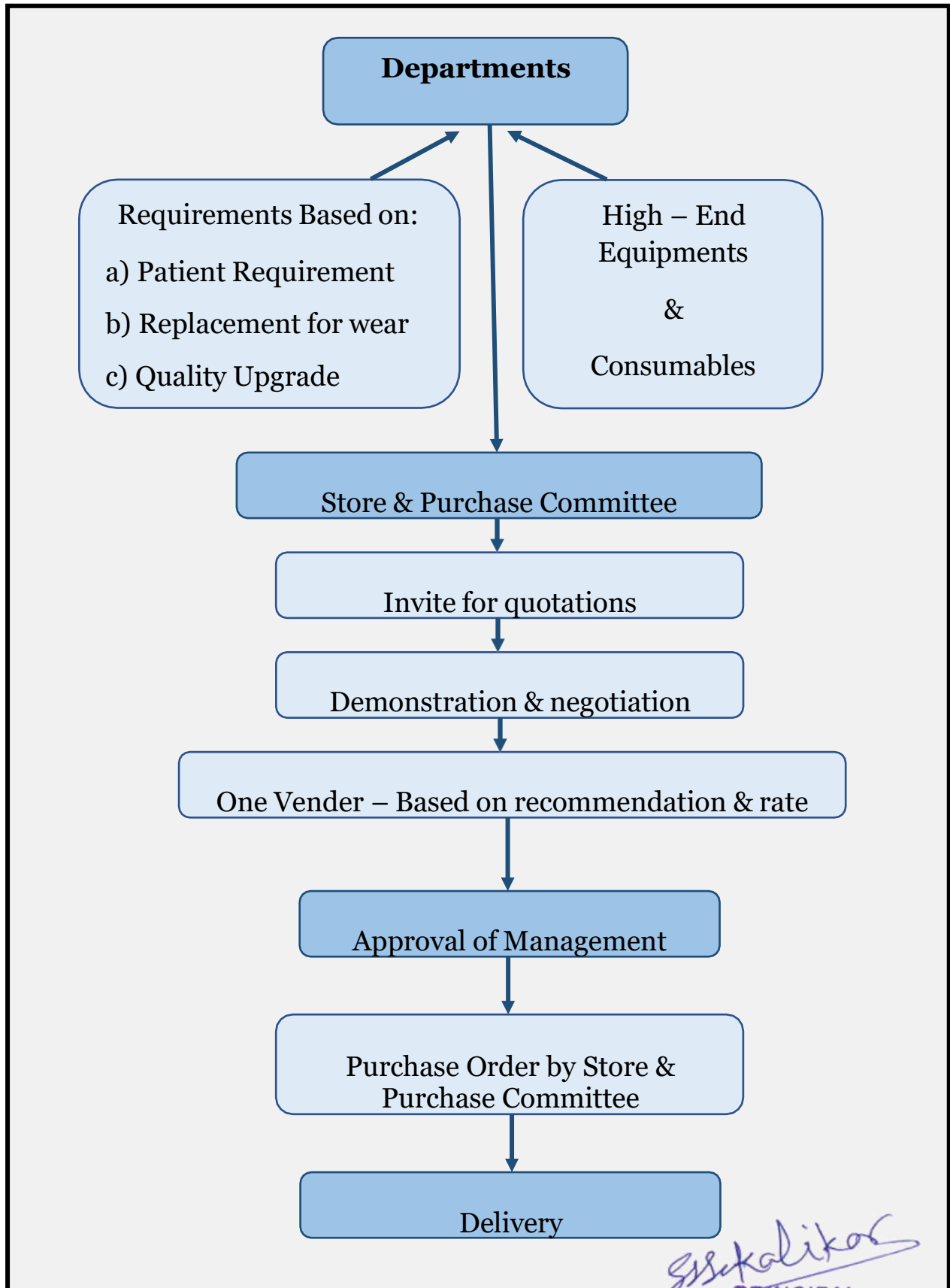

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Optimal Fund and Resource Utilization



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Equipment's, Instruments & Consumables



Library

Departments

Report given based on:
a) Quality upgrade
b) Renewal
c) Purchase of new book

Librarian

Quotes received from different publication houses & book dealers

Library Committee

Finalization of venders

Approval of Management

Purchase order by store & purchase committee

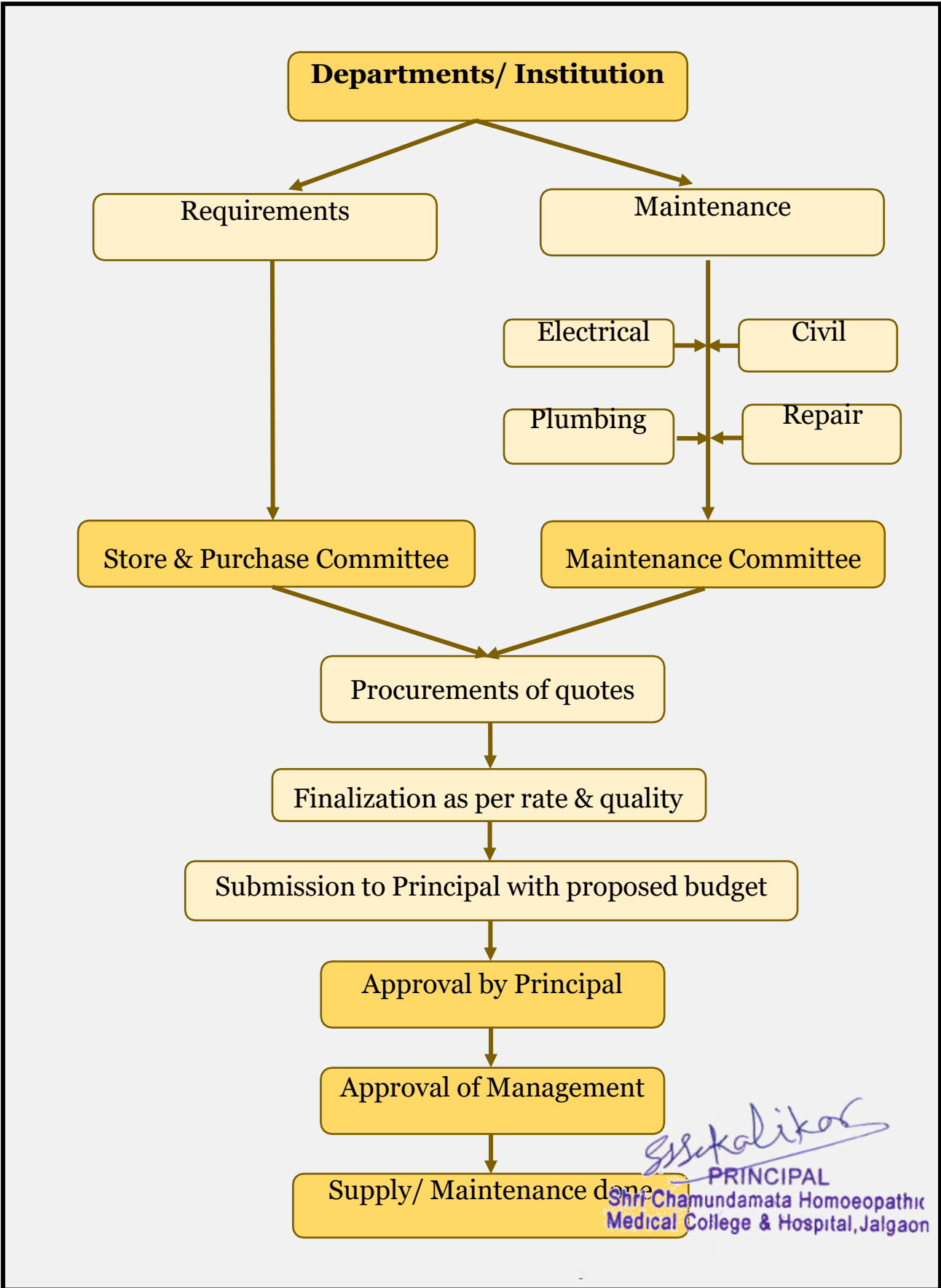
Supply

Inward to Library

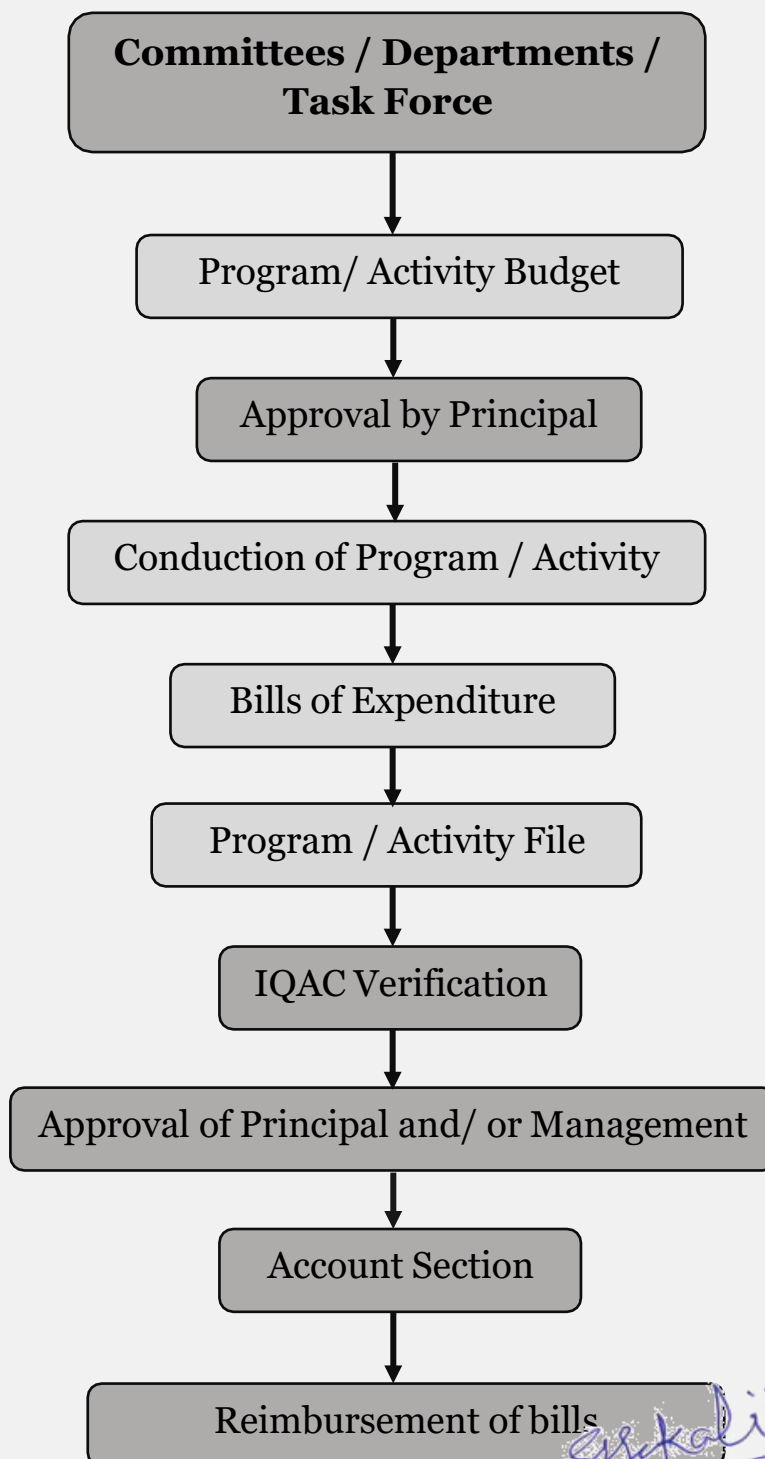
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Infrastructure



Institutional Activities




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Salary

**Teaching
Staff**

**Non-teaching
Staff**

Biometric Attendance and/or Attendance
Register

HR Section

Attendance Report
and Pay Role

Approval by Principal and/or
Management

Account Section

Disbursement of Salary

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