



SRI ADICHUNCHANAGIRI SHIKSHANA TRUST (R.)
BGS GLOBAL INSTITUTE OF MEDICAL SCIENCES

(Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore)
No. 67, BGS Health & Education City, Uttarahalli Road, Kengeri,
Bangalore- 560060, Karnataka

PROCEDURES FOR OPTIMAL RESOURCE UTILIZATION

1. Requirement prepared by the head of the departments as per the regulatory body.
2. Report sent to head of the institute.
3. Approval by the head of the institute.
4. Capital expenditures are budgeted as per the requirement of regulatory bodies, teaching, learning, training research.
5. The budget approved by the management.
6. Quotations are invited from the dealers.
7. Negotiations done by the committee for the best-discounted price.
8. All purchases are made through the purchase committee.
9. Payments are judiciously made as per the contract agreements.
10. The requirement of resources is received at the store of the institute.
11. Distribution to the respective department.
12. H.O.D utilizes provided resources for the department.


Dean cum Principal

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BGS Global Institute of Medical Science:
67, Uttarahalli Road, Kengeri,
Bengaluru - 560 060.