



**GOVERNMENT DENTAL COLLEGE & HOSPITAL
AHMEDABAD**

No: DCH/37/2013

Govt. Dental College and Hospital,
Ahmedabad-16

Date: 31/12/2013

CIRCULAR

Attached herewith is the Procedure for Optimal Resource Utilization of Government Dental College and Hospital, Ahmedabad based on Government of Gujarat norms.

All are requested to make note of the same.

Dean

Govt. Dental College & Hospital,
Ahmedabad

Copy to:

- All Departments
- Account Section
- AO



PROCEDURE FOR OPTIMAL RESOURCE UTILIZATION

The aim of the institute is to provide best resources to the students & faculties to fulfil vision and mission of the institute. GDCHA utilizes all the financial, human and physical resources judiciously and productively for continuous progress of the institute.

GDCHA is a government institute and primary financial resource is grant given by Govt. of Gujarat. The other resources include funds of Rogi Kalyan Samiti and amount received in various awards like Kayakalp and NQAS.

Procedure for optimal utilization of financial resources includes:

- 1) Planning
Annual expenses for the institute is planned and sent to Gujarat Government.
- 2) Budget
Proposed budget is discussed in budget session and grant is approved as per discussion.
- 3) Allocation
The grant sanctioned by government is allocated on quarterly basis in 7 objective classes.
- 4) Expenses
The expenses are planned and allocated in permissible limit as per the sanctioned budgeted amount for each objective class. Entire accounting is fully digitalized using government portal IFMS (Integrated Financial Management System) part of GSWAN.
- 5) Audits
Audit from Director Office, Gandhinagar and Office of Accountant General, Rajkot ensures unbiased evaluation of accounts.

Funding according to 7 objective class, procedure for procurement and utilization of funds is explained in **Financial Resource Mobilization Policy. (DCH/03/2015)**

Procedure for optimal utilization of human resources:

GDCHA ensures that qualified and skilled manpower needed to run the educational course, is available, as per Dental Council of India. It has a distinct **Human Resource Manual (HRM – QIP/GDCH/HRM/01-12)** in the institute. It includes policies for:

- Recruitment of permanent, contractual and outsourced staff
- Professional training & development
- Unbiased appraisal system

This policy ensures continuous improvement in skills of the faculties that helps the employee to achieve the organizational goals as well as their individual goals.



Procedure for optimal utilization of infrastructure:

- The available infrastructure is optimally utilized beyond regular classes for CDE programs, workshops, inter-departmental seminars, orientation programmes, training programs, for conducting conferences/conventions, parent teacher meetings and even for conducting co-curricular activities. Infrastructure of GDCHA is also utilised as an examination centre, vaccination centre, for conducting government interviews, admission procedures, etc. Outsourcing agency looks after daily cleaning and maintenance of the same.
- **Optimal utilization of laboratories** is monitored by the Head of the Department, designated staff and Laboratory technicians. Periodic maintenance, calibration and servicing of laboratory equipments is monitored. Proper demonstration is given for utilization of any equipment/instrument in the laboratory.
- GDCHA has established **Library policy (DCH/21/2020)** and Library committee to monitor proper utilization and maintenance of library resources. It has laid rules & regulations for judicious use of the same.
- GDCHA has a full-time computer assistant to look after all computers, printers, scanners, audio-visual aids, etc. in the college. In order to minimize e-waste computers are serviced and reused.
- A well-established **Maintenance Policy (DCH/07/2020)** of GDCHA ensures maintenance and optimum utilization of infrastructure and equipments.


DEAN
Govt. Dental College & Hospital
Ahmedabad