



Pravara Rural Education Society's

COLLEGE OF PHARMACY (FOR WOMEN)



Chincholi, Tal. Sinnar, Dist. Nashik 422103, Maharashtra, India

Ph.No. (02551)271178, Fax No. : (02551)271178

Website: www.pravarapharmacy.in

Email ID: pravaracopc@yahoo.co.in

Approved by A.I.C.T.E., Pharmacy Council of India, New Delhi and recognized by Govt. of Maharashtra
Affiliated to Savitribai Phule Pune University, Pune

PROCEDURES FOR UTILIZATION OF RESOURCES

RESOURCE MOBILIZATION procedure

- The major source of income to the institute is from the fees collected from the students. The fees charged to the students are as per the fees approved by Shikshan Shulka Samiti, Govt. of Maharashtra
- Before the commencement of academic year, the head of institute conducts meeting with all the teaching staff and instruct them to prepare the requirement for the year.
- The subject teacher, laboratory in-charge and laboratory assistant prepare annual requirement considering the list of experiments given in the syllabus prescribed by Savitribai Phule Pune University and submit the same to HOD.
- The stores incharge cross check the requirement, submitted by HOD's, with the available stock in stores and prepares a combined list of chemical/glassware and equipment to be purchased
- The Principal also conducts meeting with Store in-charge, College Examination Officer, Library in-charge and Office superintendent and instructs them to prepare requirement at institutional level.
- All HOD, in consultation with other faculty members and technician staff, finalize the departmental requirements and forward the proposals to the Principal.
- Principal in consultation with HOD's, Store in-charge, CEO and OS finalizes the requirement and presents the same in meeting of college development committee and governing body for final approval and after discussions in the meeting the requirement is finalized, approved and presented in Governing Body meeting.

After discussions in the meeting, the chemical/glassware/equipment requirement is approved by Governing body.

- The purchase order is then generated based on the terms and conditions and communicated to the concerned vendor by the stores section. After purchasing, the stores clerk enters the purchase details in General purchase/Consumable/Dead stock register. The chemicals/ glasswares/ equipment's are then issued to concerned department. The entry in the departmental dead stock register is done by technical assistant and report is sent to Principal along with necessary documents.
- At the end of every year, stock verification is done at the stores level to take stock of the inventory which is taken into account while preparing requirements for new academic year.
- The income & expenditure of the college is monitored by the management and at the end of financial year the internal and external auditors perform the financial audits.



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PRINCIPAL

Principal
College of Pharmacy, Chincholi
Tal. Shirur, Dist. Nashik 422102