



JEYPORE COLLEGE OF PHARMACY

(Under the patronage of Banagiri Development Trust)

Approved by Government of Odisha, All India Council for Technical Education, New Delhi
Pharmacy Council of India, New Delhi, & Affiliated to Biju Patnaik University of Technology

Ref No.:

Date:

STRATEGIES FOR MOBILIZATION AND OPTIMAL UTILIZATION OF RESOURCES

The institution maintains a comprehensive budgeting system with adequate funds for ongoing costs (such as salaries, maintenance, etc.), educational resources (such as books, journals, industrial trips, seminars, and workshops), and developmental goals (e.g., addition of new equipment, computers, consumables, furniture etc.)

- Prior to commencement of academic year, the head of institute conducts meeting with all the HODs, teaching staff, Store in-charge, Examination in-charge, Library in-charge and Office Superintendent to instruct them for preparation of the requirement list for the year.
- Accordingly, the respective heads of departments finalize the departmental requirements and forward the proposals to the Principal.
- Head of Institute in consultation with the head of departments finalizes the requirement and presents the same in meeting of governing body for final approval.
- The budget is prepared the head of institute in entrusted with the responsibility of cash flow & budgetary control for optimal utilization of resources.
- At the end of every year, stock verification is carried out at the store level to take an inventory of the goods that will be utilized for the upcoming academic year.

The management keeps track of the college's revenue and expenses and conducts internal & external audits regularly.

P. Mohapatra
PRINCIPAL
JEYPORE COLLEGE OF PHARMACY
RONDAPALLI, JEYPORE (K) 764002

Rondapalli, Jeypore, Dist. Koraput-764 002, Odisha

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PROCEDURE FOR PURCHASE OF CHEMICALS / GLASSWARES / EQUIPMENTS

The college principal has a discussion with all HODs prior to the start of each academic year and requests department-specific lists of the chemicals, glassware, and equipment that need to be acquired. The HODs convene a meeting with the department's teaching and non-teaching staff and calls for requirement. The concerned subject teacher, laboratory in-charge, and laboratory assistant generate the annual requirement while considering the list of experiments provided in the syllabus prescribed by Biju Patnaik University of Technology, and subsequently provide it to the HOD. The necessary chemicals, glassware, and equipment are then discussed in department meetings for proposals, and the decision is made according to the staff members' input. The HOD submits the requirement to stores section through Principal. The institutional stores in-charge generates a combined list of chemical/glassware and equipment that must be purchased after comparing the requirement that HODs provide with the stock that is currently in stores.

The Principal and HODs are presented with the institutional stores' annual chemical, glassware, and equipment requirements by the in-charge of institutional stores, and following thorough debate in the meeting, the requirement is finalised, approved, and presented to the Governing Body meeting. The Governing body approves the chemical, glassware, and equipment requirements following the meeting's deliberations. The stores department then generates the purchase order based on the terms and conditions and notifies the relevant vendor of it in accordance with the approvals granted by GB. After purchasing, the stores clerk enters the purchase details in stock register. The concerned department is subsequently issued the chemicals, glassware, and equipment. The store in-charge then sends the completed purchase order report and all other paperwork through the principal for auditing and releasing the vendor's remaining payment.

At the end of every academic year the stock verification is done, where stock verification committees are appointed consisting of teaching staff members. These committees submit the report of stock verification to stores section through Principal. When calculating the requirements for the next academic year, the stock verification reports are considered.

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