



# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)

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## Procedures for Optimal Resource Utilization

1. Requirements from each department shall be conveyed to the respective heads of the department.
2. The head of the department shall initiate a request in writing with due justification of the need.
3. The Principal shall endorse the request, if deemed necessary.
4. The written request duly signed by the head of department and principal will be presented to the management committee for approval.
5. The management committee shall request for 3 quotations of the item to be purchased. These shall be submitted to the management committee by the head of the department.
6. After due scrutiny, the management committee shall select the item to be procured from the given quotations following discussions with the selected vendors.
7. Procurement of the items shall be completed by the administrator. Items shall then be handed over to the head of the department who shall sign indicating receipt and functioning of the same.

*Rashmi J. Bhat*  
Principal

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