

**(MEDICAL COLLEGE & HOSPITAL)****Accredited by NAAC 'A' Grade****ISO 9001:2008 Recognised**

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PROCEDURE FOR RESOURCE UTILIZATION

Optimal Resource Utilization strategy:

Aim: to bring transparency, accountability and responsibility at each level of administration.

- The institution draws detailed budgetary estimates before the start of the financial year. The budgets are reviewed periodically and variances if any are addressed then and there only. Apart from this the institution has activity wise monitoring system for use of its resources and all such usages are pre-sanctioned and post audited.
- Utilization of funds can be broadly categorized as monthly salary to the staff, running expenses, statutory expenses, infrastructure development augmentation and maintenance, student welfare, patient management services and other hospital related expenditure.
- Available funds are earmarked as per the requisite expenditure heads mentioned above. Every department sent its requirement for budget in the given format which is complied and with due approval of the authorities it is further sent to the office of Executive Director for final approval.
- The provisions of budget are meticulously followed by various committees such as purchase, maintenance and condemnation. The institution has annual rate contract

policy with its various suppliers to deal with market fluctuations. AMCs and CMCs along with extended warranties are covered with majority of the purchases.

- Maintenance department looks into optimal utilization and durability of equipments and other infrastructure facilities to avoid unnecessary wastage. Regular stock verification is carried out by central store and report is submitted to the higher authority. There is a separate section available to repair old furniture to make it reusable. HR department monitors effective and efficient utilization of manpower.


Co-Ordinator, NAAC
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