



VELAMMAL MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE MADURAI - 625009

6.4.1

Procedures for Optimal Resource Utilization

- Effective utilization of funds is monitored by the finance committee, purchase committee and head of the institution.
- The institution has a well-defined mechanism for ensuring effective utilization of the budget allocated for the proposed purpose.
- To provide best services, the purchase committee works with vendors on quotations optimizing the cost for consumable and lab materials, non-consumable equipment's. Decisions are made considering the quality, pricing, post sales services, etc.
- The available infrastructure is effectively utilized for teaching learning practices, research and services.
- Optimal utilization of resources available in the institution is practiced. For interdisciplinary training faculty from different specialties are utilized for their expertise. Also, faculties from medical college, physiotherapy, science, management etc are utilized to train students, teaching/non-teaching staff.
- Only HCL are optimally utilized and audited.
- The finance committee maintains the accounts and complies with the regulations of the statutory body.
- The finance committee considers new budgetary requirements and if the need arises in any emergency situations interchanging the budget.

All the major financial transactions are analyzed and verified by the governing body under different heads like

- Salary, Appraisal & Perks paid to staff
- Honorarium paid to out sources services
- Fees paid to University/Board/Government includes valuation, examination, University affiliation fees and other related expenses
- Administrative expenses
- Depreciation
- Consumables material cost

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- TA & DA paid to the staff
- Expenditure on Transport
- Expenditure related to Research & Development, Scientific event organization & participation.
- Furniture & Fixtures
- Training & Placement
- Software & Internet charges
- Library Books / journals
- Upgrading, Repair & maintenance
- Building Infrastructure
- Expenses for teaching & learning practices and development expenses
- Printing, stationary & postage
- Equipment & Consumable
- Recurring Expenses, Electricity, Communication, Generator, Fuel and Financial Charges Insurance.
- Any other student's welfare and Medical Expenses

Utilization of Funds

- A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses.
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- Decisions are made considering the quality, pricing, post sales services, AMC etc.
- The available infrastructure is effectively utilized for teaching learning practices, research and services.
- Optimal utilization of resources available in the institution is practiced. For interdisciplinary training faculty from different specialties are utilized for their expertise. Also, faculties from medical college, physiotherapy, science, management etc. are utilized to train students, teaching/non-teaching staff.
- Research grants received are optimally utilized and audited.
- The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.

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- The intervention of the management is sought in case the expenditure exceeds the budget.

Internal audit is conducted by the auditing team constituted in the institution at regular intervals and external audit is conducted by chartered accountant every financial year.

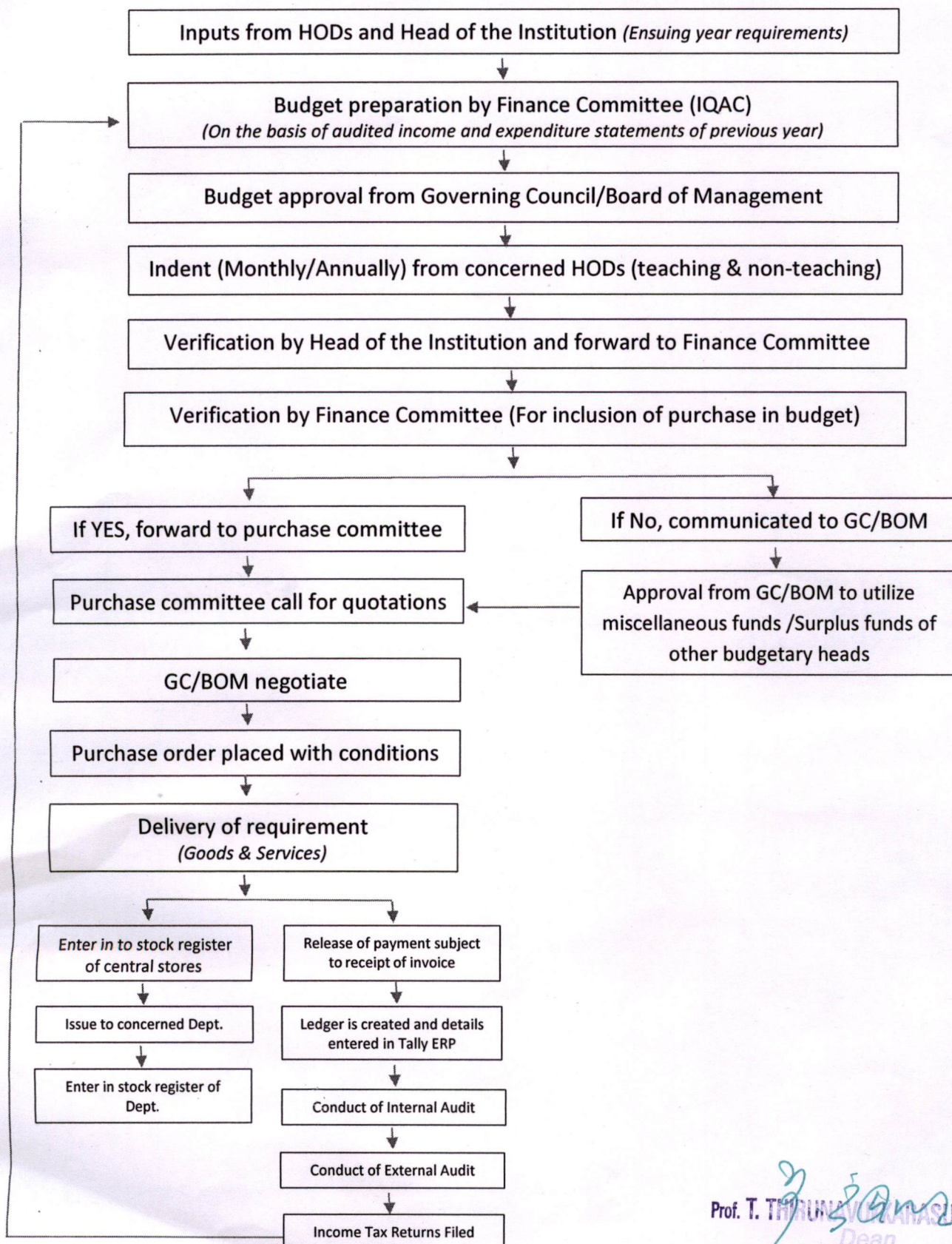
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Procedure for Optimum resource utilization – Flow Chart



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