



srivenkateshwaraa
Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102

PROCEDURES FOR OPTIMAL RESOURCE UTILIZATION

Sri Venkateshwaraa Medical College Hospital and Research Centre (SVMCH & RC) run by Ramachandra Educational Trust, which is one of the reputed Institutions of the country, has put the robust mechanism at place to ensure optimal utilization of its financial and human resources.

This ensures that scarce resources are utilized in the best possible productive way. Optimal utilization of resources, in SVMCH & RC, is not seen only from financial perspective but also from the perspective of sustainable development. To achieve this objective, the two-tier strategy viz. at planning level and at execution level is being followed.

PLANNING LEVEL

While planning for the financial resources, SVMCH & RC follows the practice where all the functional Units are required to project their annual requirement de novo. This effectively means that all the functional units of SVMCH & RC are required to prepare their annual plans afresh each year based on functional needs of their units.

The budgetary requirements, therefore, are based on actual needs rather than being based on incremental budgeting. This arrangement is similar to zero-base budgeting concept. This ensures that allocation of financial resources is made only on object-oriented activities. Once the annual budget is prepared, it is placed before the Finance Committee of the Institution. The Finance Committee, which is the committee, responsible for financial management of the Institution, after review of the annual financial requirements of the Institution, recommends the annual budget of the SVMCH & RC for approval of the Board of Trustees. The Board of Trustees which is the highest executive body of the Institution approves the annual budget of the Institution.

The Institution's administration thereafter ensures that financial resources are utilized strictly in accordance with the budgetary allocation approved by the Board of trustees. The status of utilization of financial resources is subsequently reviewed on half yearly basis and revised budget is prepared based on the actual expenditure pattern of the first six months.

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The revised estimates are subsequently placed before the Finance Committee/Board of trustees for approval. This ensures that financial resources are allocated on the most critical and productive activities only to ensure maximum utilization of the same.

As far as the optimal utilization of human resource is concerned, periodic reviews of the activities of various divisions is made at the level of the Chairman of the Institution and based on the assessment of the requirements, the human resources are allocated judiciously amongst the various units in order to ensure their optimal utilization.

EXECUTION LEVEL

Optimal utilization of the resources is also ensured at execution level. All the Infrastructure as per the requirements of the regulatory authorities are available. The sharing of resources this way contributes to optimal utilization of the resources.

The Finance & Accounts Division of the Institution is under the mandate to ensure that expenditure is made strictly in accordance with the budgetary allocations in the various account heads. .

It also ensures that due procedure as laid down by the management is adhered to while incurring the expenditure/making the payment against the budgetary allocations.

To ensure this, there is an Internal Audit department which conducts continuous audit of various functional Units and keep track of deviations, if any, from the defined course of procedures regarding incurring expenditure/disbursement of funds to enable the Management to take corrective/punitive measures, wherever required.

Apart from this mechanism of internal check, statutory audit is also conducted on periodic basis. The audited accounts along with Audit Report of the statutory Auditor are placed before the board of trustees for perusal. This ensures observance of the financial propriety at the highest level which in turn, helps to achieve the objective of optimal utilization of resources.

Page 2 of 2

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