



Sahayog Sevabhavi Sanstha's

MOTHER TERESA NURSING SCHOOL

Sahayog Educational Campus, Vishnupuri, Nanded-431606. (Maharashtra)



PROCEDURE

FOR

OPTIMUM RESOURCE

UTILIZATION

Sahayog Sevabhavi Sanstha's

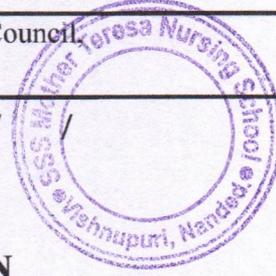
MOTHER TERESA NURSING SCHOOL

Sahayog Educational Campus, Vishnupuri, Nanded-431606. (Maharashtra)

Affiliated to Maharashtra University of Health Sciences, Nashik, Maharashtra Nursing Council,
Recognized by Indian Nursing Council, New Delhi & Govt. of Maharashtra.

Ref.SSS/MTNS/

Date :- / /



PROCEDURE FOR OPTIMUM RESOURCE UTILIZATION

SSS Mother Teresa Nursing School, Vishnupuri, Nanded is a self-financing organization runs with major source of income generated with tuition fee collected from the students and financial support with bank loan. On the basis of the student intake, teaching and non-teaching faculty requirements, laboratory materials, library books requirement and infrastructural needs, the fund requirements are to be worked out with the help of Auditors. Further, Institute follows a budgeting process. The allocated funds are utilized for all ongoing as well as new requirements (With respect to Staff, Capital Expenditure, Civil Works, Instruments/Equipment's, Books & Journals, and toward administrative and academic expenditure) in the preceding year.

The implementation and deviations from the planned budgets at all levels will be monitored at the level of Heads, Principal, Finance Officer and Secretary. Secretary shall call quarterly meetings of the Finance Committee to monitor the progress and issue suitable instructions, if so needed. Any major corrective measure if required will be applied after approval of the Secretary.

1. The well-established audits, accounts department and Management effectively monitor the optimum utilization of resources.
2. The institute follows a purchase policy and has a purchase department by which all purchases of stationery/ Consumables/ Housekeeping Materials/ Chemicals/ Glassware/ Surgical Equipment etc. are done. The Purchase Department compares the estimated cost of three vendors and finalizes both the rates and vendors for each item of material.
3. Careful planning and scheduling are done so that all laboratories, classroom facilities and sports facilities are shared by all the departments thereby ensuring that they are utilized to the fullest extent.
4. Justification and approval are required before any purchase is made.

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PRINCIPAL

SSS Mother Teresa Nursing School.
Vishnupuri, Nanded-431606



UTILIZATION OF FUNDS

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Application for Requisitions of Any Requirement's By All Departments to Purchase Department

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Management Committee Will takes Decision and Purchasing Particular with Discussion with Purchasing department

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Tenders Asked From Various Vendors, Companies And Distributor.

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Finance Department Analyses all Tenders.

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Management and Purchasing Department Chooses the best tender which should be economic, long lasting services giver and qualitative particulars.

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After Receiving Particulars Only Online / Cheque Payment Are Given.

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PRINCIPAL

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Vishnupuri, Nanded-431606**