



# KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

G.S.T. Road, Chinnakolambakkam (P.O.), Madhuranthagam (Tk.), Chengalpattu Dt, Pin Code - 603 308.

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01.08.2023

Date .....

## PROCEDURES FOR OPTIMAL UTILIZATION OF RESOURCES

Main source of Karpaga Vinayaga Institute of Medical Sciences and Research Centre finance are derived from the tuition fees of the students. Other sources are from teaching Hospital, Laboratory investigations, Blood bank, Pharmacy, Student's hostel and Staff quarters etc. financial resources are also from extramural funded projects, endowment and donations. Strict administrative measures are taken to ensure optimal, rational and meaningful utilization of resources.

Budget estimated are planned very diligently every year for both capital and non-capital expenditures by the finance department, recommended by the Head of the Institution and approved by the Trustee. Recurring expenses for establishment charges, water supply, electricity, fuel charges, telephone and other expenses are closely monitored at all levels of administration. Receipts and expenditure statements are presented every month at the Academic and administrative meeting for review.

Capital expenditure on Physical facilities, Equipments, Instruments, Vehicles and other requirements are budgeted as per the requirements of Regulatory bodies, Teaching, Learning, Training research activities and Service delivery. Judicious budget estimates are done keeping in view of the future growth and development of the institution in a phased manner.

Provisions are made for housing facilities for employees and hostel facilities for students. Capital investment is made for creating facilities for indoor and outdoor games and sports.

The receipts and payments accounts are placed in the finance department meeting and revised budget estimates are done in the fourth quarter of the financial year.

Finance powers are only vested with the Trustee. All purchases made through purchase committee comprised of Indentor / Proposer, Respective department HOD, Purchase officer, Finance officer and Trustee. Negotiations done by the committee for the best discounted price. Payments are judiciously made as per contract agreements.

*Seetha wamas*

PRINCIPAL

Karpaga Vinayaga Institute of Medical Science & Research Centre

G.S.T. Road, Chinnakolambakkam,  
Palayanoor Post, Maduranthagam Taluk,  
Chengalpattu - 603 308.