



BISHOP BENZIGER COLLEGE

OF NURSING

Accredited by NAAC,

Member of United Nations Academic Impact Program

Approved Research Centre of Kerala University of Health Sciences



6.4.1 - Procedure for Optimal Resource Utilization



Procedures for optimal resource utilization

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves the head of the institution, Accounts officer as well as Accounts wing of the college has designed some specific rules for the fund usage and resource utilization.

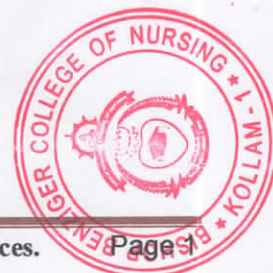
- Mobilization of Funds, the student Tuition fee is the major source of income for the institute.
- The management provides need-based assistance to college.
- Alumni contribute to the college by raising funds for infrastructure development of the college.
- Sponsorships are sought from individuals and institutions for cultural events and fests.

Utilization of Funds

- An accounts wing has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses
- The purchase seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the Principal and Administrative Officer before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, Administrative Officer along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

- Before the financial year begins, Principal and Accounts wing prepare the college budget.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the management.
- Accounts department monitor whether expenses are exceeding budget provision.
- Statutory auditors are also appointed who certify the financial statements in every financial year.





BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

Optimal utilization of resources

- The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- The faculty, who exhibit initiative for strengthening the infrastructure in the institute would be encouraged and will receive special commendation.
- Registration fees can be sanctioned to faculty to present research papers at or to attend state level Conferences, depending on availability of funds.
- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, and parent teacher meetings.
- The college infrastructure is utilized as an examination center for University Examinations.
- Library functions beyond the college hours for the benefit of students, faculty, alumni and researchers.



Sahly

ADMINISTRATIVE OFFICER
Bishop Benziger College of Nursing
P.B. No. 46, Kollam - 691 001.