

## **PROCEDURE FOR OPTIMAL RESOURCE UTILIZATION**

**(MRMCW/SOP/2022-23/RU/05)**

**Malla Reddy Medical College for Women (MRMCW)** is founded by **Chandramma Educational Society**, stands as a beacon of empowerment and excellence in medical education exclusively for women.

MRMCW mission is clear to impart knowledge in medicine through the highest standards of teaching and cutting-edge technology. Endorsed by the Statutory Regulatory Authority, the National Medical Commission (NMC), and the Ministry of Health & Family Welfare, Government of India, MRMCW received approval in 2013 to commence undergraduate admissions for 150 MBBS seats, catering exclusively to women. Affiliated with the esteemed KNR University of Health Sciences, Warangal, Telangana State, our institution received further recognition in 2020, with permissions granted for admissions into MD/MS courses across 17 medical specialties, totaling 72 seats.

### **TRANSPARENCY IN RESOURCE UTILIZATION**

Responsible use of resources irrespective of the source is essential for receiving them in a sustained manner. To facilitate transparency in resource utilization, the concerned person is expected to maintain a detailed account of resource utilization with all supporting documents and proofs which should be submitted to the appropriate office when demanded. Separate bank accounts should be maintained to handle all the financial resources obtained from Alumni, philanthropists, government research grants and scholarships. Faculty members and students who mobilize financial resources are directed not to receive any financial resources in the form of cash personally and receive it preferably as cheque or through online transfer to the bank account specified for the purpose.

All transactions should be made to the prescribed MRMCW account which then shall be transferred to the beneficiary by MRMCW. For financial resources, received in the form of cash, not exceeding an amount of Rs 10000/- a receipt duly signed by the finance officer shall be issued to the organization from where the resource was mobilized. Any financial resource received from philanthropists/NGOs/endowment chairs are exempted from income tax under Sec 80G.

All government funds will be used for the specified purpose only and the report compiled along with the Certificate/Statement of Utilization should be submitted for scrutiny in the appropriate office. As far as internal funds are concerned, internal audit will be conducted by the Finance Officer of the concerned college which shall be verified and approved by the Finance committee of MRMCW. The report of the internal audit will be produced before the Finance Committee. Effective utilization of the human resources should be ensured by the heads of the concerned department. In case of any anti-complacency, corrective measures should be initiated at the institution level and the same should be brought to the notice of MRMCW. Similarly, the proper use of research infrastructure shall be monitored by the Research Dean of the concerned research laboratory.

Optimal resource utilization is crucial for efficiency and productivity

### 1. Assessment and Inventory

- **Identify Resources:** Make a comprehensive list of all available resources, including personnel, equipment, technology, and financial assets.
- **Evaluate Capacity:** Determine the capacity and capabilities of each resource. Understand their strengths, weaknesses, and current utilization levels.

### 2. Set Clear Objectives

- **Define Goals:** Establish specific, measurable objectives that align with organizational priorities and strategy.
- **Allocate Resources:** Allocate resources based on the objectives set, ensuring that each resource contributes effectively to achieving those goals.

### 3. Resource Planning

- **Develop a Plan:** Create a detailed plan outlining how resources will be allocated and utilized over a specific timeframe.
- **Consider Constraints:** Take into account any limitations or constraints that could impact resource utilization, such as budgetary constraints or regulatory requirements.

### 4. Monitoring and Tracking

- **Establish Metrics:** Define key performance indicators (KPIs) to measure resource utilization and effectiveness.
- **Regular Evaluation:** Monitor resource usage regularly against set metrics. Identify any deviations or inefficiencies early on.

### 5. Adaptation and Optimization

- **Continuous Improvement:** Implement adjustments based on monitoring results to optimize resource allocation.
- **Flexibility:** Remain flexible to adapt resource allocation in response to changing priorities, market conditions, or unexpected events.

### 6. Utilize Technology

- **Tools and Software:** Utilize appropriate tools and software to manage and track resource utilization efficiently.
- **Automation:** Where possible, automate processes to streamline resource allocation and reduce manual effort.

### 7. Training and Development

- **Skill Enhancement:** Invest in training and development programs to enhance the skills and knowledge of personnel, improving overall resource effectiveness.
- **Cross-Functional Teams:** Encourage collaboration and communication across different teams or departments to maximize resource synergy.

### 8. Feedback and Communication

- **Feedback Mechanisms:** Establish channels for feedback from employees and stakeholders regarding resource utilization.
- **Transparent Communication:** Ensure clear communication of resource allocation decisions and their rationale across the organization.

### 9. Risk Management

- **Identify Risks:** Identify potential risks that could affect resource utilization and develop contingency plans.
- **Mitigation Strategies:** Implement strategies to mitigate risks and minimize their impact on resource efficiency.

### 10. Review and Audit

- **Regular Reviews:** Conduct periodic reviews and audits of resource utilization processes and outcomes.
- **Learn from Experience:** Learn from successes and challenges to refine and improve resource allocation strategies over time.

By following this structured procedure, MRMCW enhance its ability to effectively utilize resources, optimize productivity, and achieve its strategic objectives efficiently.

Suraram 'X' Road, Quthbullapur, Jeedimetla, Hyderabad - 500 055.

Tel: 8019991106

Email: mrmcw777@gmail.com Website: mrmcw.edu.in

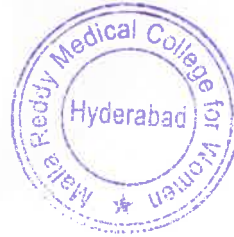
### ACTIONS AGAINST MISUSE OF FUNDS

All funds provided for a particular project will be scrutinized for appropriate utilization of the allotted fund for the quoted purpose. All the documents which are submitted for this purpose should be duly verified by the head of the institution followed by finance committee.

In case of any discrepancy, an explanation will be sort from the concerned staff member/student and resubmission of the relevant documents is necessary. In case of improper explanation, corrective actions including termination of the candidate from the program as the highest punishment may be taken. The candidate will be asked to return the entire amount received as a research fund for the particular project and will be asked to appear before a panel in which recommends a further course of action after due enquiry.

### POLICY GOVERNANCE

The policy is updated and revised as and when required after discussion with the Board of Management Council members of MRMCW.



*S. Gulana*

PRINCIPAL/DEAN

Principal / Dean  
Malla Reddy Medical College for Women