



## Procedure for Optimum Utilization of Resources

The University utilizes its resources in the most optimum manner through its Officers and Committees.

- Officers of the University
  - Pro-Vice Chancellor
  - Principals
  - Registrar
- Committees in the University
  - Finance Committee
  - Purchase Committee
  - Condemnation Committee

### Officers of the University

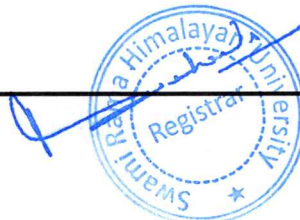
In order to utilise resources efficiently, officers of the University ensure that, while ample supply of resources is available, a common pool is created for those (resources) required by more than one department, and shared amongst all as per need, with reviews in regular meetings/ discussions for both optimization and operational effectiveness. The officers assess requisitions received from various departments considering both the currently available resources & the additional (new) requirement and then recommend new purchase or a modified sharing system for usage, in keeping with the requirement of the departments.

### Committees in the University

#### Finance Committee

It is the principal financial body of the University responsible for optimum utilisation of financial resources and responsible for preparing financial statements and execution of budget.

- The purpose of the committee is to decide the budget of the University.
- Assess and make aware the University officials of the losses of the University, average expenses.
- Ensure timely arrangement of finances, and distribution of finances for the infrastructure, equipment's, and other important activities of the University.
- The finance committee meets regularly to finalize the budget for allocation of financial resources to all the constituent units/departments of the University.



Finance committee consists of the following members:

- Two persons nominated by the Promoting society
- One person nominated by the Chancellor
- One person from the accounting profession nominated by the board of governors ,who is not an employee of the university

All the members of the finance committee other than the ex-officio members shall be the members for a period of three years from the date of their appointment and shall be eligible for reappointment.

The meeting of the finance committee is convened and chaired by the Vice Chancellor.

### **Purchase Committee**

Based on the administrative approval, the finance committee shall earmark funds for (if not already part of the budget) and send it to Purchase Committee for needful action.

There are two purchase committees for purchase/procurement of requisite items.

For requisite items having value less than Rs 05 (five) lakhs

- A Chairman to be nominated by the Chancellor
- Materials Manager (vertical head) – member secretary
- Finance Officer
- Remaining Material Managers
- Any other person as nominated by the Chancellor in consultation with the Chairman of the committee

For Requisite Items having value more than Rs. 05 (five) lakhs

- A Chairman to be nominated by the Chancellor
- Materials Manager (vertical head) – member secretary
- Finance Officer
- Remaining Material Managers
- Two people nominated by the Chancellor in consultation with the Chairman of the committee
- Special Invitee(s) (can also be external)- to be invited by the Chairman as and when required

The Appropriate Authority may constitute a separate/specific committee for purchase/selection/negotiation/procurement of any specific Requisite Item.

### **Procedure of Purchase Committee**

- All requisitions having financial approval in principle shall be placed before the respective Purchase Committee by the Material Management Department.



- The Purchase Committee shall process all the purchases and procurement cases from the tendering stages including selection of tendering process, selection of the vendor/firm/supplier, price negotiations and finalization of terms and conditions.
- All decisions/discussions made by/in the Purchase Committee are confidential in nature and the members of purchase committee are required to make utmost confidentiality on the decisions/discussions made by/in the Purchase Committee.

### **Requisition: Specifications and Rough Estimate**

The Requisitioner is expected to have the required expertise to identify as well as use the Requisite Item. Hence, the Requisitioners are required to carry out the appropriate search/survey through physical/online sources of the Requisite Item. It shall be the responsibility of the Requisitioner to ensure that all the specifications of the Requisite Item are mentioned in detail in the Requisition Form. The Requisitioner is also required to make adequate efforts to ascertain the rough estimated cost of the Requisite Item.

### **Receiving of Goods/ Items**

**Adequate care is taken while receiving the goods to prevent any defect or discrepancy to avoid wastage of resources.**

**The policy mentions that** all the items shall be opened by the Material Management Department in presence of representative of vendor/firm/supplier, representative of Biomedical Engineering Department and a person nominated by the end user department. The Biomedical Engineer, representatives of Material Management Department and person nominated by the end user department shall properly inspect the specifications, material state, and the quantity/quality of the goods/items/equipment/material received.

Report of defects/discrepancies/shortage, if any, shall be immediately intimated by the Material Management Department to the vendor/firm/supplier in writing.

The claims for damage, if any, can be lodged immediately with the insurance company by the respective party (vendor/firm/supplier or the University)

After inspection if goods/items/equipment/material/parts received are as per the Purchase Order, entry of every goods/items/equipment/material shall be recorded in the stock register maintained by the Material Management Department and then issued to the Requisitioner. The vendor/firm/supplier be asked to fix the date and time for installation of the goods/items/equipment/material/parts.

### **Condemnation Committee**

The University has a policy that outlines the procedure for write-off, condemnation and disposal of any materials, assets including capital assets, inventory and stocks purchased by constituent units of the University, their Departments/ Inter-disciplinary programme/Central facilities, and purchases in projects etc. The objective of this policy is to design a quick, economic, and efficient process for the disposal of condemned items in the University.





According to the policy, an item may be declared obsolete or unserviceable if the same is of no use to the University or when the item is beyond economical repair. An item may be rendered obsolete or unserviceable in the process of upgrading or replacing University's any material, assets including capital assets, inventory and stocks no longer in functional use due to any reason. Under such circumstances the material be disposed of either under buy-back scheme or otherwise in the best interest of the University with approval of the competent authority.

### **Composition of Condemnation Committee**

The Vice Chancellor shall constitute Condemnation Committee from time to time. The Condemnation Committee shall generally consist of the following members.

- |   |                  |
|---|------------------|
| a) Principal(s) of respective College/School                  | Chairman         |
| b) Registrar  | Member Secretary |
| c) Finance Officer  | Member           |
| d) Manager - Materials  | Member           |
| e) Biomedical Engineer (Only for Equipment)                   | Member           |
| f) Medical Superintendent<br>(Only in Case of Hospital Items) | Member           |
| g) HOD of the respective department                           | Member           |

All the decisions for condemnation of material/equipment/machinery will be taken by Condemnation Committee which will meet quarterly or as and when the need be. The Condemnation Committee shall send its recommendation to the Vice Chancellor of the University for perusal.

### **The Condemnation Procedure**

Based on the Equipment Identification Data and Equipment Maintenance History, the material/equipment/machinery to be declared obsolete/unserviceable should be examined by the Committee to declare material/equipment/machinery as obsolete, or unserviceable and order their disposal. The Committee should consider the prescribed or stipulated life period of the stores. In case such period is not prescribed/stipulated, or it is not over, the Committee should examine the conditions of stores and record suitable reasons.

If material/equipment/machinery has become obsolete/unserviceable on account of negligence, fraud, mischief on the part of the employee the same should be recorded clearly. In case of loss due to negligence, fraud, mischief on the part of any employee responsibility should be fixed and losses made good.

