



# AYURVED MAHAVIDYALAYA & RUGNALAYA

(Recognized by Central Council of Indian Medicine,  
New Delhi & Affiliated to Maharashtra University of  
Health Sciences, Nashik)



AMA/401-C/2016

Date:05/05/2016

## Resource Mobilization Policy Document

**Policy Statement** – The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the institute. Institute has established a Policy document for various financial authorities as well as methodology for purchases and expenses.

### Policy –

- CSMSS Ayurved Mahavidyalaya & Rugnalaya, Aurangabad is a private Un-Aided college (self-Financed institution) managed by the sanstha “Chhatrapati Shahu Maharaj Shikshan Sanstha” where the funds are generated through the fees paid by the students. The fixation of fees is done by Fee Regulatory authority. The other minimal sources of funds for the institute are revenue generated by Hospital, Pathology laboratory, Ayurvedic Pharmacy.
- Institutional budget is prepared by Administrative Officer and Principal of college every year taking in to consideration of recurring and non-recurring expenditures as per the requirement submitted by various department of the college. The budget is being sanctioned by College Development Committee (CDC) constituted as per Maharashtra University of Health Sciences Act 1998.
- All the major financial decisions are taken by the College Development Committee (CDC).
- Due care of the availability of funds and their utilization is ensured by the Head of the institute and Management members. All the funds are properly reviewed and optimally mobilized only after the approval of Honorable Secretary. Purchases are made with the recommendations of duly constituted purchase committee.



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## The Resources are effectively used for as follows:

### Academic Expenses:

- Expenses for Research and development
- Student welfare and Interaction activity
- Expenditure for all cultural and social events
- Expenditure for extension and outreach activities
- Printing and stationary expenses
- Software and Internet Charges
- remuneration to the guests speakers
- Financial support for attending Workshop, seminars, Quiz Competitions, Yoga Competitions, Ashvamedha Sports Competitions, NSS training etc.
- Educational Tours and Visits
- participation in different health awareness camps and rally
- Purchase of different equipment, instruments for department and hospital
- Purchase of consumables for laboratories and museums

### Library expenses:

- Purchases of new books, journals. Financial support to librarian for attending training, Internet Facilities expenses, purchase of e-journals, software's.

### Administrative Expenses:

- Teaching and Non-teaching Staff Salary
- Staff Welfare and Training
- Property tax payment
- Loan payment
- Electricity bills, water bills, technical and other infrastructural expenses, Repair and maintenance expenditure, Furniture expenses, travelling expenses.



*Principals*  
Principal  
C.S.M.S.S. Ayurved Mahavidyalaya,  
Kanchanwadi, Aurangabad.





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## Procedure for optimal resource utilization

1. Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.
2. After final approval of budget the purchasing process is initiated by purchase committee, accordingly the quotations called and after the negotiations purchase order are placed.
3. The payments is released after delivery and verification of the respective goods it is done as per the terms and conditions mentioned in Purchase order.
4. All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person operate the transaction through bank.
5. Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.
6. The entire process of the procurement of the material is monitored by the Purchase committee and Principal at institute level then the finance department of the institute.
7. Financial audit is conducted by chartered accountant at the end of every financial year to verify the compliance.
8. The financial statement, Income and Expenditure details are available with the institute through Profit and Loss Account, Balance Sheet and Ledgers.
9. Judicious budget estimates and expenditure are done keeping in view of the future growth and development of the institution in a phased manner.



*Beshmukh*

Principal  
C.S.M.S.S. Ayurved Mahavidyalaya,  
Kanchanwadi, Aurangabad.