



# TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.  
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## Procedure for Optimal Resource Utilization

The procedure for optimal resource utilization at Tagore Medical College and Hospital (TMCH) is designed to ensure efficient and effective allocation of resources in line with the institution's student-centric policies and strategic plan. The process begins with a comprehensive assessment of existing resources, including financial, human, and material resources. Each department evaluates its specific resource requirements based on the strategic plan and academic activities. Once resource gaps are identified, the Academic Council collaborates with the management to prioritize the requirements based on importance and urgency. The management then allocates resources, such as funds, manpower, and equipment, according to the approved priorities and budget estimates.

To enhance cash inflow, the Dean and Administrative Officer focus on implementing admission plans to maximize student admissions and timely fee collection. The institution also explores additional sources of income, such as research grants, collaborations, and donations. In managing cash outflow, the Dean and Administrative Officer implement a "Conserve and Care Policy of Running Expenses" to minimize unnecessary expenditures. They ensure that proper purchasing processes are followed, seeking cost-effective procurement of materials and equipment. Regular audits and financial reviews help identify areas where cost savings can be made. In case of a deficit, the management considers various options. These may include seeking funding through bank loans, approaching the sponsoring body for additional financial support, or a combination of both. The final funding option is determined based on factors such as feasibility, long-term sustainability, and approval processes.

Human resource management is crucial for the institution's success. TMCH follows the prescribed procedures and regulations for recruiting qualified teaching staff and supporting non-technical staff. Vacancies are published by the Dean, and a selection committee is constituted to conduct interviews, demonstrations and select candidates based on merit. Appointments are made according to approved vacancies and appointment letters issued by the Head of the Institution. Equipment and material resource requirements are assessed by each department

  
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based on academic needs and the strategic plan. The requirements are then consolidated at the institution level by the Academic Council and presented to the management. The management carefully reviews the requirements, considering financial implications and exploring alternative options. Cash inflow and outflow are tentatively finalized, taking into account the equipment and material resource needs.

To ensure effective implementation and alignment with the institution's goals, monitoring is conducted at multiple levels. The Dean, Administrative Officer, and Finance Officers monitor the progress and deviations from the plan. These are discussed at Board of Trustees meetings, which may be periodically convened by the Chairman. Suitable instructions and major corrective measures are implemented after receiving approval from the management. By following this procedure for optimal resource utilization, TMCH aims to provide the best resources to its faculty and students, fulfill the institution's vision and mission, and deliver quality education that is accessible and affordable to the youth in both rural and urban areas.

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