

**CHOITHRAM COLLEGE OF NURSING**  
**RESOURCE ALLOCATION /MOBILIZATION POLICY**

The Resource Allocation Policy is designed to support the vision & mission of the institution by ensuring that the resources of the College are allocated in the way best suited to support the delivery of Choithram's strategic plan and to ensure that the College is addressing its responsibilities to its constituent parts such as students, staff, funding bodies, partners, suppliers and the general public.

**RESOURCE ALLOCATION FLOW CHART-**



## **PROCEDURE –**

In the beginning of every academic year, the budget is prepared. Budget for the departments is prepared by concerned HODs, in consultation with the department laboratory in-charge and other faculty.



Then it is sent to the principal, the departmental budgets are discussed by the principal and then sent to secretary for approval then to managing trustee for consideration



If approved, note sheet is sent to accounts department for disbursement of fund.

## **BUDGET PROCESS-**

- While preparing the institutional budget, at first, a provision is made for salaries and allowances.
- Next, a provision is made for administrative and maintenance expenses such as electricity, water, telephone, postage etc.
- Then, while making provisions for the departments, priorities, needs and requirements of various committees and development / up-gradation of department is considered. There are well-defined policies and mechanism for implementing the budget effectively.

## **Resource Mobilization Policy**

All activities undertaken by an organization to secure new and additional finances, human & material resources are covered under the resource Mobilization policy. Inherent efforts to mobilize resources is the drive for organizational sustainability. It also involves making better use of and maximizing existing resources.

### **Income Categories-**

The institution is self-financed and income is generated mainly from the tuition fees collected from the students, hostel fees.

### **Budget plan-**

A budget estimate is drawn and estimated at the beginning of every financial year. For budgetary consideration the cost incurred in the previous year is considered and any new development planned for the year is included.

