



SANDRA SHROFF COLLEGE OF NURSING

Recognized by INC, GNC & affiliated to Veer Narmad South Gujarat University-Surat
Plot No. 334, 335, 336 & 338, Near Haria L.G. Rotary Hospital Campus, GIDC, Vapi - 396195. Gujarat, India
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6.4.1-2 Procedures for Optimal Resource Utilization Policy

1. Introduction

Sandra Shroff College of Nursing is committed to the effective, efficient and transparent utilization of all academic, physical, financial. This policy ensures that available resources are used in a judicious, need-based and sustainable manner to support quality teaching, learning, research and administrative functions.

2. Objectives

To ensure optimal use of institutional resources with proper planning.

To avoid duplication, wastage and underutilization of infrastructure, equipment and funds.

To promote cost-effective and sustainable practices.

To establish systematic monitoring and documentation mechanisms.

3. Scope

This policy applies to all resources of the college including:

Academic resources (classrooms, laboratories, library)

Physical resources (building, equipment, furniture)

Human resources (teaching and non-teaching staff)

Financial resources (budgeted funds, grants, and allocations)

4. Procedures

4.1 Resource Assessment

Departments prepare an annual list of required resources.

Need analysis is conducted based on workload, student intake and academic plans.

4.2 Planning & Allocation

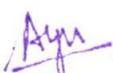
Resources are allocated as per priority areas and approved by the Principal/College Council.

Laboratory schedules, clinical postings and classroom timetables are prepared to avoid overlap.

Shared use of resources among departments is encouraged.

4.3 Resource Utilisation




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I/C. Principal
S.S.C.N. VAPI



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Faculty members maintain lab usage registers, library records and equipment logbooks.

ICT facilities (projectors, computers) are used as per booking schedules.

Common facilities such as the auditorium, seminar hall and skills lab are used on an approval basis.

4.4 Maintenance & Upkeep

Annual stock verification is done by departments.

Preventive and corrective maintenance of equipment is carried out regularly.

Repairs are completed through the administrative office, following due procedure.

4.5 Cost-Effective and Sustainable Practices

Energy conservation measures such as LED lighting and responsible use of electricity are implemented.

Printing and paper usage is minimized through digital documentation.

Sharing of equipment and resources is encouraged to avoid unnecessary purchases.

5. Monitoring

IQAC and HODs review resource utilization periodically.

Reports are presented during academic and administrative meetings.

Student and staff feedback is considered for improvements.

6. Documentation

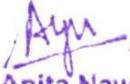
Logbooks, stock registers, maintenance records, purchase files and financial utilization reports are maintained department-wise.

Documents are preserved for institutional audits and NAAC assessment.

7. Review of Policy

This policy shall be reviewed once every three years or whenever required by regulatory bodies.




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