# KMCT
## COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and
Midwives Council & affiliated to Kerala University of Health Sciences

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me

and it is true to the best of my knowledge .

# 6.4.1

# Procedures for optimal resource utilization

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### c.Seeking Support from Local Self Governments

Since Local Self Government plays a larger role in regional economic development and Human Resource Development, support of Local Self Governments may be sought for the IEDC activities. Involvement of Local Self Governments will not only bring community involvement but also will ease resourcemobilisation.

### 4.5. MANAGING THE IEDC CENTRE

Starting an IEDC is an easy thing but managing the centre makes all di erence. To ensure systematic management of IEDC, following activities are recommended.

a. Inventory management – IEDC nodal o cer shall responsible for general inventory management. In the case, if Institution has set up fab lab/lab/Future Lab, all tools, equipment, materials shall be properly recorded, and Nodal o cer shall keep a tab on it to ensure smooth function of IEDC.

b. Maintaining a bills and Vouchers – All bills and Vouchers pertaining to IEDC activities should be maintained.

c. Maintain books and Registers - IEDC need to maintain following registers

- Minutes Book for Executive Committee Meeting
- Minutes Book of Institution Innovation Council

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Ledger Book.

Cash Book.

- Voucher File.

- Bank Pass

- book,Cheque

  book

  Audited Financial Statements

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## 4.5.1. INFORMATION MANAGEMENT

All activities of IEDC need to be properly documented and relevant information must be shared with relevant stakeholders to ensure the success of the programme.

a. Information sharing with internal purposes and audience

IEDC internal audience comprises of students, faculties, parents, Technology communities and Institution Management. It is vital to keep them appraised of all necessary information, since they are important stakeholders of the innovation ecosystem.

b. Information sharing with external purpose/Audience

IEDC external audience comprises of Local Self Government, other IEDC Institutions, Community Organisations, the maker Community, KSUM and potential partners/Stakeholders etc. Information need to be disseminated to these audiences for their support as and when required.

## 4.6. FINANCE MANAGEMENT

The IEDC grant in aid must be operated in the Joint Account of Nodal O cer & Student Coordinator / Principal Nodal O cer in anynationalised bank and sent the Bank Account Details including Name, Branch, Account Number and IFSC Code of the bank to

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KSUM official designated for releasing grant in aid.

The IEDC will maintain a separate bank account which will be jointly operated by the Nodal o cer of IEDC and the Head of the Institution or a person nominated by the Head of the Institution. The bank account must be open in any of the Nationalised Bank and Account details including Name, Branch, Account Number and IFC

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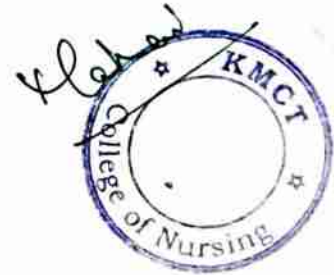
code should be shared with KSUM o cial designated for releasing grant in aid.

The grants-in-aid will be credited to the account and should be utilised solely for the activities of IEDC. All financial receipts/funds received by IEDC shall be credited to this account.

It is strictly advised that the institution shall acknowledge the receiptof the grant received in institution letter head with sign and seal of the institution head.

 The Income & Expenditure Statement of the year is to be signed by Nodal O cer and Principal and the audited Utilisation Certificate should be submitted on or before 25th March of every year.

The grant will be released only if,

- The accounts of the previous year are settled along with detailed report and after KSUM verifying the details in online MIS.
- The Student enrolment, IEDC executive committee formation, and Innovator Leads are in place for the current year iscompleted.
- Utilisation certificate for each financial year need to be submitted to KSUM on or before 25th March.

## 4.7. FUND UTILISATION

The sanctioned amount utilised for the IEDC activities should be

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recorded and a Fund Utilisation Report to be submitted by the Institution as mentioned earlier.

Funds can be utilised for any activity with a specific outcome of handholding and nurturing Students enrolled in the IEDC Learning Platform.