

Procedures and Policies for Maintaining and Utilizing Facilities:

At the beginning of every academic year, various committees are formed for the smooth functioning, utilization and maintenance of physical, academic & support facilities.

The responsibilities of different Committees are as follows: -

1. College Development Committee (CDC):-

The College Development Committee (CDC) monitors overall academic and administrative facilities and services. This committee advises the college administration regarding development plans, prepares the budget and also suggests the plans for infrastructural development. The major functions of CDC are as following:

- i. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
- ii. Decide about the overall teaching programmes or annual calendar of the college
- iii. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- iv. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- v. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college;
- vi. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- vii. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

2. Purchase Committee:-

The College purchases all the requirement of various departments through proper sanction in Purchase Committee. The senior faculty of the Department of Commerce works as the Secretary of Purchase Committee. The Secretary has to maintain all records with the details of vendors & purchased materials. One management committee member also works as the Member of Purchase Committee. The Principal of the college is the chairperson of the committee.

3. College Campus Maintenance Committees:-

Such committees as Classroom & Campus Cleanliness Committee, College Campus, Building, Garden & Infrastructure Committee, Water Cleaning Committee, and Parking

Committee monitor the work of cleaning and maintaining the campus of the college. The College campus is cleaned and maintained by the 4th class non-teaching staff under the supervision of the administrative office of the college. Frequent cleanliness drives are organized by the NCC and NSS students in the campus. All teaching and non-teaching staff also participates in such drives.

4. Library Committee:-

The Library Committee guides and helps the librarian to develop the library & assists the librarian in budget assignment for various developments. It also helps to implement various policies like Books & Journals purchase policy, books selection policy and withdrawal policy. It guides for overall development of the library.

5. Sports Committee:-

This committee provides the assistance to the Director of Physical Education to conduct the various games & it also helps him to organize various sports competitions and training camps in the college. Sports committee recommends the names of the sports students to whom the college provides monthly aid for their dietary requirement.

Apart from the work of these various committees, the following general measures are applied for optimum utilization of the infrastructural facilities:-

- Accession and Stock Registers are maintained by Administrative Office, Gymkhana, N.C.C., N.S.S., Central Library & by all Departments.
- The maintenance of the college building is done through the expert appointed by the Management.
- Whenever necessary, the additional staff is appointed on daily wages to look after the maintenance of furniture and cleanliness of toilets.
- Instructions are displayed for the proper use of infrastructural facilities.
- The technical staff of BCA & IT department looks after the ICT facilities.
- For any major problem, local service providers are called for their paid service & AMC has been signed for the maintenance of Vridhhi Software.
- The college has installed water purifiers and coolers which are maintained by the support staff and periodic checking has been done through the AMC with the concerned suppliers.
- Fire extinguishers are installed in the college & they are periodically checked & refilled before their expiry dates.