

4.4.2 Procedures and Policies For maintaining and utilizing Physical, Academic and Support facilities - laboratory, library, sports complex, computers, classrooms etc.

Our institution has various committees framed to look after the working and maintenance of physical, academic and support facilities, few of them are as follows: Student Welfare, Advisory and Discipline Committee, Standing Committee on Programme for SC/ST, College Property committee, NAAC Committee, IQAC, Rule book Committee, Committee for Maintenance and Repair of college, Scholarship Committee, Grievances Cell, Purchase and Auction Committee etc. They give their suggestions for the proper utilization and up-gradation from time to time.

Academic: Policies are framed and deployed right from the admission till the students leave the college. The admission policies adhere to the norms prescribed by the Chaudhary Ranbir Singh University with regards to the selection. The students need to fill the online application form. The students are counseled with regards to the subject of their choice. Applications are scrutinized and admissions are done after scrutinizing them by strictly adhering to the university norms. At the beginning of new session, Head of departments review the need of addition of new equipments, up -gradation of existing equipments as well as write – off of obsolete equipments followed by annual stock taking and stock verification exercise.

Infrastructure: The student as well as the teaching community is free to use all the facilities such as sports, gymnasium, computer labs, Seminar hall etc. available within the campus. An electrician has been appointed to look after day to day complaints.

The Library follows certain protocol in the usage of books. At the beginning of the first year, each student is issued library cards after collecting her details. New books will be issued to the students only, if the previously borrowed books are returned in good condition. At the end of every semester, all the students must return the books to the library. Likewise the teachers are allowed to take any number of books after entering in the teachers register. They also must return

the books after they finish reading. Whoever is leaving the institution be it a student or faculty must get a no dues certificate from the librarian.

Procedure of Purchase of Goods:

1. Demand by HOD's of Departments.
2. Demand accepted by Principal Madam
3. Quotations invited
4. Quotations opened in the presence of Principal Madam and the Quotation Committee
5. Comparative Study Report prepared
6. Work order released by Purchase Committee on the recommendations of Quotation Committee and signed by the Principal Madam
7. Received product and checked and verified by the Purchase Committee
8. Invoice signed and verified by the Purchase Committee
9. Payment released to the dealer.
10. Entry in the Stock Register/File by the concerned in-charge.