

CH. BALLURAM GODARA GOVT. GIRLS COLLEGE, **SRI GANGANAGAR**

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Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a well-organized and decentralized mechanism of maintenance of physical, academic, and support facilities through constituting different committees.

- The Principal, on the basis of the perspective development plan, proposes the infrastructural augmentation needs to the concerned authorities.
- The college takes direct initiative in the maintenance and upkeep of infrastructure and support facilities through the various committees.
- The college building and beautification committee not only monitors the quality of maintenance of existing infrastructure, equipment but also proposes requirements.
- The State Government, CCE, UGC and RUSA sanctions funds based on the requirements, student strength, and the nature of the academic programs offered by the institution.
- College Development Committee College Development Committee comprises of Principal (Chairperson), MP and MLA, Chairperson of Municipal Council, Assistant Director-College Education, Vice-principal/Senior Faculty member (Secretary), Two eminent academicians, Two parents, One Member Nominee (Nominated by Principal from existing faculties). CDC conducts a minimum of 3 meetings in academic session to discuss and prioritize demands laid by various departments. It generates and manages extra funds from government and non[1]government agencies in favour of college for infrastructure and academic maintenance. The college development

fund is utilized generally for maintenance and repairs of furniture and equipment and building etc.

- The College construction committee prepares the proposal and estimated cost of the planned construction project and submits it to the head of the institution. The college administration approves and allocates the funds.
- An effective monitoring system through various committees ensures the optimal utilization of the budget allocated. Wherever the need arises, the concerned department raises a maintenance indent stating the nature of repair/ maintenance required.
- Purchase Committee For maintaining the transparency in the procurement process, a purchase committee comprising of Principal, two/three senior faculty members, store in charge and accounts personnel exists. Demands for all infrastructure requirements with the approximate budget are laid by the departmental heads or committee in-charges. Every purchase strictly follows GFAR rules.
- The store and account section takes care of the regular purchase needs. The indents raised by the concerned department are sent to the store section after being sanctioned for necessary action.
- Website coordinator ensures the updating of the college web portal.
- Cleanliness Committee Cleanliness Committee takes care of the cleaning of campus area as well as classrooms and labs, conducts programmes with the collaboration of government and non-government organizations.
- Laboratories : The In-charge of each department and respective in-charges of labs monitor the maintenance of the same .Supporting Staff and Lab Assistants help and support the faculty and students during practical lab sessions. Lab equipment are strictly inspected by lab assistants before the commencement of practical classes and examinations.
- Library: Library facilities are open to students from 10 am to 5 pm. Maintenance and utilization of library resources are done strictly following the library rules. The library is situated in a separate

independent building which includes 2 halls for books, two reading rooms. The librarian not only monitors but also maintains the library infrastructure, funds, and utilization of funds.

- Sports: There is a post of PTI, who is monitoring the maintenance of playgrounds and sports events.
- Computer maintenance: As far as maintenance is concerned, outside vendors are contacted for major repairs and minor repairs. Software problems are taken care of by computer faculty and lab staff. Non-repairable systems are dumped in store. The institution purchases the new upgraded computer systems from time to time.
- Hostel Committee: To maintain the infrastructure of the hostel rooms and dining room and mess, there is a committee under the chairmanship of Principal. The matron and the Head Girl of the hostel are also its members. On the basis of suggestions of the committee the basic requirements of the hostel are fulfilled.