

## Government Girls' College, Ajmer

### Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

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

#### College Development Committee

College Development Committee comprises of Principal (Chairperson), MP and MLA, Chairperson of Municipal Council, Assistant Director-College Education, Viceprincipal/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-government agencies in favour of college for infrastructure and academic maintenance. 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 GF&AR rules.

#### Beautification Committee and Maintenance Committee

Building Committee makes necessary arrangements for adding new academic infrastructure and care of the maintenance of the building in the college as per the need of the institute. This committee liaison with the PWD or other agencies as notified by the state government for civil work. Committee verifies the civil work carried out by contractors. Maintenance committee takes care of any ad-hoc maintenance on the part of electricity, plumbing, instruments; office makes the arrangements according to the demands raised by the departments and as per the direction of the maintenance committee. Garden Committee Garden Committee, a group of dedicated teachers, build and maintain the garden programme. The committee develops a yearly plan and outlines its expectations for the college. Committee also helps in preparing the green audit report.

Library Committee

Since last few years library is not supported by librarian considering this library committee strategically sketch/draft the smooth functioning of the library for maximum utilization of the library. Departmental In-charge with a consultation with the faculties provides a list of books to library committee for purchase.

### IT Committee

IT committees look after the maintenance of the IT infrastructure and the usage policies. Website coordinator ensures the updating of the college web portal and prepare details for HR module.

### 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. The committee supervises the rainwater harvesting and water conservation and management. Sports Committee The committee consists of the Director physical education, faculty members and Store incharge.

### Sports Committee

Sports Committee supervises the management and execution of sports and the Physical Education-related activities, including the procurement and maintenance of all types of sports inventory.

### IQAC

In pursuance of Action Plan of NAAC & UGC for performance evaluation, assessment, accreditation & quality up-gradation of institution, GGCA has established an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC is an integral part of our institution's system & work towards realisation of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of GGCA. For this, during the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

## Student Union Committee

The college student's union is student body that represents the interests of students in the college administration. It is a platform responsible for organizing various student activities. The administrative body consists of president, vice president, general secretary, joint secretary, class representatives. The principal and Union advisory committee from the teaching faculty provide guidance to the student leaders of student union. All the student office bearers and representatives are elected by the students through a democratic and transparent process. The student representatives are also members of the college committees such as, Alumni Association, IQAC, Canteen Committee, Electoral Literacy Committee, Departmental Council, Cultural Committee, Disciplinary Committee. This enables the participation of the student's community in taking major decisions concerning the curricular and co-curricular activities of the college. The student's union organizes many noteworthy events throughout the year such as cultural, literary, sports. Some of the important events which are organized during the year are Garba function, Fresher's day celebration, inaugural and oath taking of the new executive body, Independence Day, Vivekanand Jayanti, Matdan Diwas, Teachers Day, Hindi Diwas, Republic Day, Basant Panchami celebration etc. During admissions union executives establish help desk to help new comers. They also participate in green initiative programs. They act as volunteers during examination time at the time of deposition of examination form. Every year Ms. Meera contest is organized by the Students Union. Besides Students Union, every department has an active student association, office bearers are nominated on merit basis. The association is monitored by the faculty members who are responsible for the smooth conduct of the association meetings and events. Various activities are organized by each association which include guest lectures by experts, farewell party, seminars, field visits and competitions like essay, slogan, poster making, Rangoli making, quiz competition etc. Thus, students Union promote mutual contact, a democratic outlook and a spirit of oneness among the students of the college. They are representatives to the college authorities on matters concerning common interest of the students.