

4.4.2

The institute has a well planned and decentralised system for the maintenance and utilization of physical, academic and support facilities. Different Committees have been constituted for laying the policies and procedures and execute them within the ambit of government rules. Following Committees have been given this responsibility:-

1- 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- government agencies in favour of college for infrastructure and academic maintenance.

2- 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.

3- College Campus Beautification Committee - This Committee helps in maintaining the infrastructure and gives suggestions according to the needs of the building.

4- Library Committee - The post of librarian is vacant ever since its establishment. There is a library committee composed of all head of the department and office incharge of library. They strategically sketch the smooth functioning of the library for maximum utilization. Teaching staff provides a list of books to library committee for purchase.

5- 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.

6- 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.

6- Sports Committee - The post of PTI is vacant ever since its establishment. The committee consists of the faculty members and Store in-charge. Sports Committee supervise the management and execution of sports and the Physical Education-related activities, including the procurement and maintenance of all types of sports inventory.