

# **Government College, Hindaun City**

## **Procedures and Policies for Maintaining and Utilizing Resources**

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

**Student Fund Advisory Committee-** Management of student fund collected is under the purview of Principal, assisted and advised by Student's Funds Finance Committee. This Committee frame rules, define the power of expenditure to be exercised by the various committees and deal with matters related to the proper utilization of funds as per the state government directions.

**College Development Committee (C.D.C.)** - 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.

**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.

**Building 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.

**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 committee look after the maintenance of the IT infrastructure and the usage policies. 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. 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 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 inventories.