

## Govt. Girls College, Chomu

### Procedures and Policies for Maintenance in Details

Policy of the college for maintaining and utilizing physical academic, and support facilities like library, sports facility, library, computers, classrooms is certainly based on maximum use of ICT based techniques and gadgets and updating the management and other systems so that a quality could be assured. On the other hand, a holistic approach is also viewed for a courteous and positive /environment in the college. In all, our system is an open system, where inputs of all the facilities are transformed to output system for the benefits of our students. The funds obtained from state government are mainly divided under various heads like Office expenditure, library, book bank, laboratory, repair and maintenance work, and other expenses as per government order and rules. DDO and Accounts section of the college maintains and take care of all the financial matters of the college. College Development Committee funds (incurred through development fee from students) and Boys Fund (PD Account) are two accounts apart from UGC Fund (PD account). PD account bills are passed through treasury while CDC are direct transactions. However, we have various committees composed of senior and junior faculty members, like college maintenance committee, financial committee, college beautification committee, sports committee, laboratory maintenance committee, office management committee and other committees for various activities. These committees give their annual requirements or as per need/urgency, which are sanctioned after a careful observation by the principal and the finance committee, and purchasing of the item is done as per government rules. As per rule, direct purchasing is done for value under Rs 10,000 and by limited tenders under one lakh, and costlier items are purchased by open tender system. Maintenance is also done by maintenance committee for general building and construction, laboratory maintenance is done by lab maintenance committee. For laboratory maintenance, requirements are given by respective departmental heads and met out via proper government procedures. Library has its budget for purchasing of text books and reference books. A separate book bank exists in the college from which text books are issued to students as a loan, and books are returned before they take their final exams. Community book bank is also established by donated books which is used by students in systematic manner. Physical verifications of all the labs, library, NSS, Rover ranger, college store and sports store are done annually by various teams of faculty members and permanent and consumable items are verified physically. Unusable, broken and used items are destroyed by the order and their records are updated while unusable hard wares are sold out by a proper government procedure of auction at local level.

क. ल. ल. ला

Principal

राजकीय महिला महाविद्यालय  
घौमूँ (जयपुर)