

Procedure and Policies 2017-18

The rules and provisions of the Rajasthan Transparency in Public Procurement Act, 2012 are followed for procurement process, construction and payment procedure in respect of physical and academic and other facilities in the college such as maintenance and budget usage for laboratory, library, sports activities, computer class room etc. A proposal is sent to the Public Works Department for construction or any repair work in the college. The projected budget proposal is prepared by the Public Works Department. According to the rules, some amount is paid to the Public Works Department. After the PWD completes the work, the Utilization Certificate and the Completion Certificate are issued by the Public Works Department.

The budget is approved for purchase of books in the library. Recommendations for purchasing books are obtained from the Heads of Departments of all disciplines. Books are purchased on the basis of recommendation. The bill is paid after investigation. Institution has a large library with sufficient area and more than one lakh books including text as well as reference books. Library has different sections for different subject books in addition to reading room for students and faculty members. Physical verification of library is carried out every year. It is well lighted and properly ventilated with sufficient furniture to provide a comfortable atmosphere to readers. Library cards are issued to students so that they can borrow books from the library and the daily record of books is also maintained.

Laboratories are well equipped and maintained in all science. Lab. assistants are available in all the labs for smooth functioning and to provide materials required by the students during the practical classes. Lab bearers are responsible for the cleanliness and dusting of labs. All chemicals are placed at right place and the nomenclature of chemicals on reagent bottle is clearly visible. The lab staff ensures proper and safe functioning of LPG connection in chemistry department.

Institution has a large sports ground which is well maintained with the help of support staff. A sports committee is constituted headed by Professor In-charge for maintaining the sports facilities.



Principal

Lal Bahadur Shastri Govt.
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