

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The institution complies with The Rajasthan Transparency in Public Procurement Act, 2012 and Rules, 2013. The procurement of Goods, Works or Services is done in accordance with the provisions of this Act and the Rules and guidelines made under it. Provisions of GF&&AR and PWF&AR, etc. are applicable to the extent they are consistent with the provisions of this Act.

The policy is to apply to central agencies for sanction of major grants. The college had applied for major grants to UGC and RUSA (MHRD). For purchase under such major grants all the heads of the departments are involved.

The State Government provides annual funds to the college for contingency expenditures. A meeting of all the Heads of the departments is called for distribution of government grants for laboratory and library, department wise. The purchases are done by the purchase committee. The maintenance of the college building- paint and repair is done by the PWD department of the Government as per requirement. The expenditure plan has been approved by the related college committee and then further approval has been taken from the State Project Director, RUSA, Government of Rajasthan. Maintenance of college campus, sports facilities has been planned with RUSA budget. The college has a general store and a purchase committee which all purchases are made. The maintenance of equipments such as diesel generator, inverters, etc. are done through general store in the college. The store in-charge takes care of the repair of electrical fittings, plumbing, etc. Requisition related to any kind of maintenance services or purchase of items is made in writing by the respective heads of the department and put up before the Principal of the college. The principal marks it to the of the purchase committee which finally does the procurement. The general store maintains the stock registers. The purchases made in the college (except those made for different laboratories) are entered into these stock registers. Maintenance of computers, printers, broadband services is done through government budget. The departments with laboratories maintain their separate stock registers. The college has two corpus funds- College Development Council and Student fund which may be utilized on the maintenance of facilities as per Government norms. There is adherence to the policy of transparency in every kind of maintenance and services procured. The college undertakes internal audit every year. Audit of all the departments including library is done by the College faculty themselves. The stock registers are verified and report submitted to the Principal of the college. Non-usable items are verified by a committee and auctioned or destroyed in front of the committee as per Government rules.