

**CH. BALLURAM GODARA GOVT. GIRLS COLLEGE,
SRI GANGANAGAR (RAJASTHAN)**

Academic Session:2022-2023

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities - laboratory, library, sports complex, computers, classrooms etc.

Being a government college, the college adheres to the policies and regulations laid by the state government for utilization and maintenance of physical, academic and support facilities. The college has operational freedom for augmentation, utilization and maintenance of available facilities which is reflected in the planning for the same at college level: -

- The college has a well-organized and decentralized mechanism for the maintenance and upkeep of infrastructure and support facilities through various committees.
- The committees for building, campus-beautification, sports and library along with the in-charges of the departments (which need laboratory facilities) prepare their individual proposals for new projects as well as for extension and maintenance of existing facilities and submit it to the Principal. The college administration approves and allocates the funds.
- The State Government, CCE and RUSA sanctions funds on the basis of the number of students enrolled, the nature of the academic programs offered and the requirements by the college.
- The funds for the programmes run under Self-finance scheme are managed by the Mahavidyalaya Vikas Samiti which comprises of Principal (Chairperson), MP and MLA, Chairperson of Municipal Council, Assistant Director-College Education, Senior Faculty member (Secretary), Two eminent academicians, two parents, One Member Nominee (Nominated by Principal from existing faculties). The committee conducts minimum of 3 meetings in an 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 augmentation of infrastructure and maintenance of existing facilities.

- For maintaining the transparency in the procurement process, a purchase committee is constituted at the college level with two/three senior faculty members, store-in-charge and accounts personnel. Every purchase strictly follows GF&AR rules. The store and account section takes care of the regular purchase.
- The Website coordinator ensures the updating of the college web portal
- The In-charges of each department monitor the maintenance of the laboratory facilities.
- The library committee takes care of the maintenance and utilization of library resources. Library facilities are open for students from 10 am to 5 pm. The library is situated in an independent building with a spacious reading room. The library committee not only monitors but also maintains the library infrastructure, funds, and utilization of funds.
- The PTI with the help of the college sports committee monitors the maintenance of available sports facilities and makes necessary arrangements for organizing sports events.
- For the maintenance of IT facilities, the services of the local vendors are hired regularly. Software problems are also taken care of by the users themselves.
- The hostel committee under the chairmanship of the principal with a group of female faculty members, hostel -matron and the head girl takes care of the maintenance and utilization of available facilities.