

BSR Government Arts College, Alwar

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

For effective and optimum utilization of the infrastructure and to provide maximum academic support to the students the college has a well-organized and decentralized mechanism of maintenance of physical, academic, and support facilities. Various committees function at the college level to augment these facilities.

Student Fund Advisory Committee

Management of student fund collected is under the purview of Principal, assisted and advised by Students 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 rules/regulations/directions.

College Development Committee

College Development Committee 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). 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 favor 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 GFAR 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.

Environment/Garden Committee

For a green campus, Garden Committee, a group of dedicated teachers, build and maintain the garden and open spaces. The committee develops a yearly plan and outlines its expectations for the college. Committee also helps in preparing the green audit report.

Library Committee

Library is supported by librarian and the library committee including all the HOD's strategically sketch/draft the smooth functioning of the library for maximum utilization of the library. Departmental In-charge after consultation with the faculty provide a list of books to library committee for purchase.

IT Committee

IT committees look after the maintenance of the IT infrastructure and the usage policies. All the activities related to online work and support is dealt by the committee. Website coordinator ensures the updating of the college web portal.

Cleanliness Committee

Cleanliness Committee supervise and takes care of the cleaning of college campus as well as classrooms and labs, conducts programmes with the collaboration of government and District Administration. The committee supervises the rainwater harvesting and water conservation and management.

Sports Committee

The college doesn't have a full time Director of physical Education. One of the faculty member is incharge of the sports and games board assisted by a committee of 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 inventory.