

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

All maintenance work (Civil and electrical) is looked after by a duly nominated Committee appointed by the Principal every year at the beginning the session.

All items/ equipments related to maintenance and purchase is looked after by Purchase Committee and Finance Committee.

The procedure adopted for any purchase etc. is

- Any new item is purchased as per procedure of “Madhya Pradesh Bhandra Kray Niyam”
- Quotations are called as per the requirements. All quotation received are duly signed by the member of purchase committee and lowest quoted rates are approved by purchase committee as per the comparative chart presented.
- The record of items purchased is maintained in the stock register.
- After satisfactory completion of work / relevant department being satisfied with the items received, payments are made on-line or by account payee cheque.
- TDS is deduced as per the rules of Govt. and deposited by challan in Govt. Treasury.

Internal Audit is done by C.A. and external Audit by Local Fund, M.P. Government.

### **Laboratory / Computer**

Head of Computer Dept. is in-charge to looks after the maintenance of the entire IT infrastructure of the college including. AMC is signed between college and the company concerned. Lab. equipments are purchased as per the requirement of the respective departments and the procedure of the purchase committee is mentioned above. Separate stock register is maintained by the respective departments for the item purchased. All Stock verification report is submitted by all Lab. incharges every year to the Principal. Any fault/loss, damage is repaired and reported as per rules and norms. Students are allowed to do practical work in Lab in their allotted time in the presence of faculty members.

### **Library**

There is a Library Committee to monitor the working of the Library which also superwise the purchase and maintence of Library resourses in coodination with Librarian. In the beginning of every session quotations are called by Librarian as per the demands and estimated budget submitted by the departmental heads for the purchase of Text books/reference books /periodicals / journals etc. For any purchase in the Library the above mentioned procedure is followed in coordination with the Deapartmental Heads and Purchase Committee. All new books are entered in the main stock register of the library and later transferred or issued to the respective departments. Library has a UGC sponsored network resource center as well. Students can search on-line and also avail Infflibnet facility.

### **Sports complex**

Any purchase or maintenance of equipment of the sports department is monitored by the Sports Committee and maintenance committee in coordination with the Sports Officer of the Institution. T.A./D.A. is paid to students representing college in various sports/games as per the rules of Higher Education Department of M.P. Govt. and Barkatullah University. Funds from Amalgamated Fund are utilized for the purpose as laid down in the objective of Amalgamated Fund. All expenditure is approved by Amalgamated Fund Committee.

### **Canteen**

The college has canteen that runs on contract under the supervision of Canteen committee. The rates of food items are approved the Canteen Committee. They supervise on the quality, quantity of food, cleanliness in and around the kitchen and overall functioning of the canteen.