

Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College allocates funds for maintaining of campus infrastructure facilities. The funds are allocated from Autonomy Grant received from UGC and the provisions are discussed in Finance Committee. The utilization of the funds is monitored by various committees like Buildings and Maintenance Committee, UGC and RUSA Committee. The College has a Buildings Repair and Maintenance Committee for the maintenance of campus facilities constituting three faculty members. The committee looks after the maintenance of buildings, class rooms and laboratories. The Committee identifies the repairs and renovations that are necessary via periodical surveys. A report thus arrived at is submitted to the Principal and CPDC. The repairs are taken up annually with funds allocated under Repair and Renovations category in Autonomy Grant. The College obtains approval for any dismantling of building from Governing Body and CCE by following the due procedures and instructions. The Purchase Committee of the College procures the requirements of all the Departments in regards to furniture, non-consumable and consumable items. The Committee submits the indents to the Principal for authorization to call for quotations from which the lowest bidder is selected. Principal is the sanctioning authority for orders. The funds are allocated from various funding sources.

The various sources of funds are as follows: UGC Autonomy Grant Office Budget Special Fee Restructured Course fee Annual Stock Verifications Committees are framed annually to verify the stock utilized in the College. The Committee visit each and every department, classrooms and laboratories. Page 58/101 26-02-2018 05:25:48 Self Study Report of A. S. D. Government Degree College For Women In departments, the stock is crosschecked with the stock register. The furniture and computers allocated to the departments are physically examined. Stock

registers are maintained in the Departments by the In-charges for consumable and non-consumable items. The furniture and other items thus inspected and identified for repair and disposal are then categorized into lists entitled for condemnation and repair. Repairs of various items are carried out on priority basis meeting the funds from various sources viz. Government Budget and Special Fee. The items earmarked for condemnation are enlisted and presented for approval in the Governing Body and CCE. Upon approval, the items are auctioned. Paper ad is given in the local newspapers calling for bidders to the auction. The In-Charges of Science Departments are responsible for the maintenance of the Laboratories. An internal inspection and stock verification is done annually to ensure that the stock is maintained. A specified amount is allocated from special fee for science laboratories excluding Microbiology and Computers for upkeep and maintenance. The maintenance of Computer Science and Microbiology laboratories is met from Restructured Course Fund. Allocations are made in various funds, especially Government Budget and UGC Autonomy grant for purchase of Books and Journals.

Annually, the Departments submit list of books and journals required to the Academic coordinator. The purchase of books is done by Library Committee by obtaining statements from Bookstores which are submitted to the Principal for purchases