

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

Procedure for maintenance

To ensure the overall growth of the college, various committees like Local Management Committee, Standing committee, Fund utility committee, Purchase committee, University grants study committee, Faculty improvement and research committee, IQAC, Students Grievance Redressal Cell have been established. The suggestions regarding the college development given by the committees are discussed and finalized by the governing council of the management.

The local management committee works on finding the needs of the students, future increase in their strength, faculty and staff feedback, the recommendations by various committees the future plan regarding the infrastructural requirement as a provision for future growth. The management and principal discuss time to time to decide the priorities and allocate the budget accordingly.

The Process of Budget Allocation

In the month of April we take budget requirement from all the department of College. This includes, annual requirement of science laboratory, instrument as well as chemicals Glassware. It also includes the requirement of Books, increased infrastructure, repair maintenance, Stationery etc.

The library requirement includes annual requirement of Books, Journals periodicals, Daily News Paper, Stationery, increase in infrastructure, repair maintenance, AMC of Software charges etc.

The requirement of Gymkhana includes requirement of Sports Material and sport kit for sport person, T.A. D.A. For sportsman, Zonal and Inter-zonal sports competition, sports workshop organizing expenses, increase in infrastructure, repair maintenance, Stationery etc. Departmental requirement includes advance amount required for conducting regular annual programme, activities, Special camp expenditure, increased infrastructure, repair maintenance, Stationery etc.

Administrative Office department requirement includes expecting annual expenses on Stationery, Printing, Non-Grant teaching non-teaching staff payment, travelling expenditure,

Furniture Dead stock, Bank commission, Postage expenditure, University Application Fee, Function Exp., Telephone Bill, and Misc. Exp. Competition Exp. etc.

By collected data and expecting number of admission of students, we generate receipt amount. With the help of above departmental requirements we prepare tentative budget. We get sanction for prepared budget in the College Development Committee meeting. After getting permission from the College Development Committee meeting, the budget is final. Thus, the CDC gives ultimate sanction for the annual budget.