

4.4.2

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/ equipment are related to maintenance and purchase is looked after by Purchase Committee and Finance Committee. The procedure adopted for any purchase etc. 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 online or by account payee cheque. • TDS is deducted 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, Jharkhand Softake Agency / Computer Head of Computer Dept. is incharge to looks after the maintenance of the entire IT infrastructure of the college including. AMC is signed between college and the company concerned. Lab. equipment's 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. in charges 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 supervise the purchase and maintenance of Library resources in coordination 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 Departmental 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 online 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.