

GOVT. SHRIMANT MADHAVRAO SCINDIA P.G. COLLEGE SHIVPURI (M.P.)

Policy Details of Systems and Procedures

For Maintaining and Utilizing Physical, Academic and Support Facilities

PROCUREMENT, INSTALLATION & MAINTENANCE PROCEDURE

The main objective of the various procurement policies is to ensure responsibility, accountability, economy and quality. The policies are made for transparent, fair and equitable treatment of suppliers and the promotion of competitive prices in public procurement according to the store purchase rules of MP state government.

- Laboratories related requirements provided by the Heads of the Departments respectively.
- Sports goods, requirement is provided by the Sports Officer of the college.
- List of Books for Library are prepared by Head of the Departments.
- Permission to procure is taken from the higher authorities like Principal/ Additional Director/ Commissioner Higher Education department depending on the cost of the items to be purchased.
- Tenders are invited (open or limited) as per financial and 'Store Purchase Rules'.
- Tenders are opened by the purchase committee of the college and comparative chart is prepared. Based on the recommendation of the purchase committee, price of the items is marked to place order for supply.
- Purchased items are entered in the stock register through invoice/bill register.
- Separate stock registers are maintained for consumable and non-consumable items.
- Physical verification of the stock is done yearly by the committee constituted and thereafter, balance quantity of material/items is indicated in the appropriate columns. On verification, stock registers are counter signed by the HOD and Principal.
- The Janbhagidari Committee, on approval of the work schedule, allocates the fund to the Principal from the development fund.

LABORATORY

The laboratories in the college are furnished in accordance with the curriculum requirement. Necessary equipment and material is procured to make available to the students

performing practical.

Utilization

- There are exclusive labs for UG, PG and Research practical works. Practical slots are allotted to UG batches in time-table to use the labs judiciously.
- Labs are utilized for conducting practical subject-wise.
- List of experiments to be performed are displayed in the labs.
- Students perform experiments in presence of faculty, Lab Technician and other laboratory staff.
- Equipments in the labs are handled carefully by the supporting lab staff.
- Head of the Departments regularly monitor the activities and performance of students in the laboratory.
- Safety measures are mandatory in the labs to avoid any unpleasant incident.
- Students are strictly instructed at the beginning of session for proper use of lab resources.

Lab Maintenance

- Laboratory maintenance fee collected from students is allocated to different departments as per their requirement for the purpose and the expenses are met out from the fund.
- Lab Technicians are available to look after the regular maintenance of the lab, instruments and equipment etc.

CLASSROOMS

The college is indebted to provide students a congenial, peaceful, harmonious environment and adequate facilities in the campus so that they avail the opportunity and facilities to the optimum secured career.

Utilization

- The infrastructural facilities are optimally utilized for the convenience of students. The time-table committee ensures allotment of classrooms in accordance with the available capacity of classrooms and strength of the students.
- Compact time-table is prepared to judiciously use of the classroom facilities.
- Classrooms are utilized for extracurricular activities also.

- The classrooms are also utilized by other agencies to conduct competitive examination on Sundays and holidays.

Maintenance

- Cleaning of classrooms and furniture is a regular practice.
- Classrooms fixtures are periodically taken care of.
- Furniture and teaching aids are maintained through construction and maintenance committee of the college.
- Dustless chalk sticks are preferred to keep the room environment dust free.
- Students are also instructed to keep the classrooms and furniture in good condition.

COMPUTERS

Computers are inevitable in this digital world, it plays vital role. Now-a-days computers are multipurpose devices in any organization. Teaching institutes need these devices essentially to keep with the progressive pace.

Utilization

- Most of the teaching departments are equipped with computer.
- Students also use computers and LCD Projectors for presentation of seminar assignment and computer based practical.
- UG students have access to computer in the common Library.

Maintenance

- Minor repair and maintenance work is done by computer lab technician of the college.
- Computer under warranty period is maintained by the supplier firms.

LIBRARY

A library is a collection of sources of information and similar resources, made accessible to a member for reference or borrowing. It provides physical or digital access to material.

Accession

- Purchased books are verified from the bills and entered in the accession register.

- Books are stamped with Library Seal and corresponding accession number is also mentioned at the specified page numbers in the books.
- General and UG books are stacked in the main library subject wise for issuing.
- PG level books are labeled and sent to the respective departmental libraries.
- Library is entirely open access system for students and all.
- All the books are entered in computer data base of the library

Issue Process and Stacking

- UG students get issued books from the Main Library and PG students from their respective departmental library.
- Issued books are entered in the issue register as well as by computer.
- Old books which are not in use are stacked in a separate room systematically.

Write off Process

- It is compulsory for the students to return all the issued books before the commencement of the examination and obtain no-dues certificate from the library.
- All the books at the end of session are arranged systematically and physically verified.
- During the verification, the books found damaged or torn & worn and not suitable for rebinding are listed for recommendation to write off.
- Write off Committee examines the condition of the sorted books and thereafter, recommends writing off for the approval of the Principal.
- On approval of the Principal, recommended books are cancelled in the accession register and a separate record of written off books is maintained in the write off register.

SPORTS

Utilization

- Sports items like uniform and track suits are issued to eligible individuals or teams.
- Some items like cricket balls, tennis balls, shuttle cocks etc are of the consumable category.
- Playground is utilized round the year for practice of different sports activities and organizing tournaments.

Maintenance

- Stock and availability of consumable and non-consumable items are maintained through procurement.
- Maintenance of sports infrastructure is done by the government and government undertaking organizations like PWD, Housing Board, and Rural Engineering Services etc by inviting estimates of work and making payment.
- Minor repairing work is carried out by college supporting staff.

CAMPUS

- The college administration constitutes 'campus development & maintenance committee' for proper maintenance of the institution.
- The cognizance of the maintenance committee includes monitoring of development and maintenance of exterior and interior campus assets and its effective implementation.

Utilization

- The Principal of the college is empowered and has the financial power to transact the funds allocated by the development fund of Janbhagidari Committee to a certain limit for development and maintenance of the campus.
- The allocated fund is utilized for development & maintenance of campus infrastructure and amenities.
- In case of higher cost estimates for expenditure on maintenance work, the Principal of the college abides by the State Govt. norms and procedure set forth for the permission and financial assistance for the scheduled work.

Maintenance

- Routine maintenance work is a regular practice of the college.
- Major maintenance work is done with the help of State Public Work Department, Housing Board, and Rural Engineering Services.
- Minor maintenance and repair work is assisted by the supporting staff of the institution.
- Immediate services are provided by the campus maintenance committee in case of emergency.