

4.4.2: Procedure and Policy framed by the Institution

Being a government institution, we have to fulfil codal formalities according to government norms set by the HP State govt. The HP Government has clearly established the procedures, rules and regulations for the maintenance of infrastructure. According to government norms, the maintenance is undertaken by the HPPWD department or BSNL department. The institute has various sources of funds like UGC funds, funds of the college like Building fund, amalgamated fund, sport fund, PTA Fund etc. and Funds collected by Self-financing courses.

i. Physical facilities: a maintenance Committee is formed by the Principal every year which looks after the maintenance of the physical infrastructure of the college. For any maintenance needed the Principal submits the proposal of the maintenance work to the Director, Higher Education for administrative approval. After receiving the sanction, the proposal is submitted to HPPWD /BSNL department, for which HPPWD invites tenders for the approved work. ii.

Library: Books are purchased through the RUSA fund. A committee is formed for this purpose to seek the requirement of books from various departments and purchase the same. Various subject wise committees are formed every year to verify the stock of the books. iii.

Laboratories: the college has well-equipped laboratories in Geography, physics, chemistry, botany, zoology, etc. Head of Departments along with their supporting staff takes care of the laboratories in their charge. The maintenance is met out of the Laboratory Fund. iv. Sports

Complex: Sports infrastructure and equipment is maintained through the Sports Fund of the Institute. v. Computers and IT Lab: the college has well established 3 numbers of IT Labs which are maintained by the concerned departments of the institute from time to time as per the requirement.