

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

The college receives funds and grants from DGHE, Panchkula and others like RUSA. The college has well-planned procedures for the expenditure of such grants/Funds.

For maintenance of the items, appropriate Grants/funds are utilised. All the grants/Funds are received by the college through the College Bursar, who maintains the expenditure and cash books with the help of supporting staff.

The Principal, with the help of the college council and bursar, constitutes a committee with a senior faculty as a convener and other members. Depending upon the volume of work to be done, a clerk may or may not be associated with the committee.

The committee makes the necessary decisions for the expenditure of the grant/fund. The purchases are either made through the GeM by the concerned committee or through calling sealed quotations.

All the purchases and the procedure followed like placing order, opening of the quotations and placing orders are done under the supervision of the committee.

The college Principal and bursar are also involved at every step for necessary suggestions and making proper checks.

laboratory, library, sports complex, computers, classrooms have almost similar procedures for the purchase.

Proper Stock Registers are maintained for every item purchased. Stock verification is also done every year for checking the items physically.

The items, if not in working order, are written off under the recommendations of the Stock verification committee.