

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

### **Purchase policy**

1. Head of the Department Should submit their prepared budget for the purchase of items to Planning and Development Committee.
2. Budget is submitted to Principal for sanction.
3. After approval of budget, Head of the Department ask for three quotations from reputed suppliers.
4. All quotations are cross signed by three members of Planning and Development Committee and opened in presence of committee members and then quotations are handed over to Head of the Department.
5. Head of the Department prepares comparative statement and submits it to the Principal for sanction of purchase order of supplier with lowest quotation.
6. After receipts of all the items in the bills are entered in stock book and bills are submitted for payment to account section.

### **Procedures for maintaining and utilizing physical, academic and support facilities.**

College has formed procedure of maintaining and utilizing physical, academic and support facilities. Head of the Department of individual department maintain their stock book and it is updated every year, separate stock books are maintained for recurring and non-recurring items. Centralized stock book is maintained for physical and support facilities such as computers, furniture, lab equipment's and sports equipment's etc. Physical stock of chemicals, glassware's and laboratory equipment are taken at the end of the session every year. Stock statement is prepared and submitted to stock checking committee, physically verify stock and sign on each entry. The repairing and maintenance of equipment's and computers are carried out based on as and when required after prior permission from principal.

Library: College has constituted library advisory committee. The library in-charge asks for requirements of books to all departmental heads at the beginning of each session. Budgetary provisions for the purchase of book are made. The order for purchase of books is placed after approval from principal. The stock of library books is maintained in manual as well as computerized accession register. The books are issued to students and record is maintained in issue-return register. The return of books is ensured by issuing no due certificate to students before final examination.

College has college campus maintenance and development committee. This committee is responsible for general maintenance of classrooms, building and ground etc. The responsibility of cleaning of class room and building is given to supporting staff. Repairing and maintenance of class room benches, black boards and fans etc. are done on the basis of as and when required.

Sports Equipment's: Stock of sports equipment's is maintained in stock book of sports department. Director of Physical Education maintain all the physical facilities with help of supporting staff. Sports materials and equipment's are purchased after formal approval from principal.

  
Principal  
**Taywade College**  
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