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कार्यालय प्राचार्य, हेमवती नन्दन बहुगुणा राजकीय स्नातकोचार महाविद्यालय

मैथी, प्रयागराज - 211008

एकांक.....

विभाग.....

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

- ❖ The college being a government institution receives grant from the Higher Education Department, Government of Uttar Pradesh and RUSA and follows the policies, procedures, terms & conditions laid down by Government.
- ❖ The procurement process followed by college is based upon the policies laid down by Government of Uttar Pradesh in its Financial Handbook.
- ❖ Over the years, college has utilized the grants as per UP Government policies laid down in its financial hand book guidelines to maintain laboratories, library, computers, classrooms, sports items, books, journals, equipment and contingency etc. The In-charges of the above are fully authorised to take up adequate measures to act upon their annual plan, well approved in advance by the principal of the Institution. Before the beginning of the session the in-charge of departments which have laboratories and library as well as the in-charge of Sports, submit a charter of requisitions and plan for further enhancement. The proposals are thoroughly discussed by the members of the committees concerned under the chairmanship of the Principal, and the recommendations are forwarded to the government for the allocation of the funds. While purchasing equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.
- ❖ Recently, according to guideline of government, the purchasing of equipments, computers etc. which cost more than 20 thousands are purchased online through Gem-Portal.
- ❖ The college carried out internal and external audit time to time through internal audit committee and Auditor General of Uttar Pradesh.
- ❖ Besides this, the office/departments are inspected periodically by the IQAC, the members of the administration and principal and shortcomings if any in the functioning of these facilities are found then rectified by the competent authorities. Also the departments maintain stock registers for consumable and non-consumable

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items and if any deficiency occurs they send requisitions to the Principal for the purchase of essential items.

- ❖ At the beginning of the session, all departments constitute departmental council which keep monitoring students-related facilities and inform the authorities in their periodic meetings about the discrepancies or requisitions needed for improvements.
- ❖ As regards library, requisitions for books are sought from each department as per the availability of funds and the orders are placed by the librarian to various book selling agencies through the quotation system.
- ❖ In the Science departments, Laboratories are maintained by the lab assistants under the supervision of the departmental in-charge and day to day problems are sorted out by the departments in coordination with the Principal.
- ❖ The purchase of the sports items is made periodically through the Department of Physical education as per requirements and the norms of NCTE. Regular maintenance of classrooms is done by annual whitewashing, cleanliness drives and electrical check-up.
- ❖ Any new construction activity is carried out by agencies such as Uttar Pradesh Nirman Nigam, PWD etc. as allocated by the Directorate of Higher Education under the watchful eye of the corresponding college committee.

Chal-
Principal
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