

SRI R. K. MAHILA COLLEGE, GIRIDIH

PROCEDURE AND POLICIES OF THE INSTITUTION FOR MAINTAINING VARIOUS FACILITIES.

The college has a well-developed system for the maintenance and utilization of all its physical and academic facilities.

The college has well-maintained classrooms, two smart classrooms with IT facilities. All classrooms are fitted with CCTV cameras for close surveillance and safety of the students. There is a ramp for differently-abled students to reach the classrooms. There are attached toilets for the convenience of students. The classrooms and toilets are cleaned on the regular basis.

The teachers are qualified and the majority of them hold doctoral degrees. Classes are held on regular basis and slow-learners are given particular attention by the teachers in the form of tutorial classes. Sometimes classes are also held during the vacations to complete the syllabus. Internal and external examinations are held in the college under strict invigilation.

The college has well-equipped Laboratories with sufficient apparatus. Proper functioning of laboratories is looked after by the teachers concern. The college has a Physics lab, a chemistry lab, a Zoology lab, a Botany lab, a Language lab and a Psychology lab. The college also has a Music room with sufficient instruments.

The college Library is automated with the RFID system. The library is enriched with books and journals. It maintains separate attendance register for students and faculty members. There is a reading room attached to the library. There is a proposal for extension of the reading room in the first floor of the library. The library is manned by staff that looks after the cleanliness and maintains order in the library premises.

The college offers indoor games facilities such as Chess, Carom, Table Tennis, Tykando, Judo, Boxing and outdoor facilities such as Kabaddi, Kho-kho, Volley Ball and Badminton. The college has a beautiful garden called 'Rani Park', which is looked after by the NSS volunteers as well as by "Mali" appointed by University.

- Construction, maintenance and repairing of Academic Buildings, Library, Classrooms, Electrical Appliances and other Physical infrastructure of Sri R. K. Mahila College, Giridih is done by the BCD Division and JVBNL (Electrical), Government of Jharkhand. Principal intimates the construction, maintenance and repairing related requirements as and when required to the respective departments of Government of Jharkhand after taking resolutions on different committee meetings.
- The College receives grant from HRD and UGC under plan head and non-plan head. Plan head mentions the assigned budget for procurement of different items which include Chemicals and Glassware, Books, Journals, Equipment and Contingency. Under non-plan head maintenance and security of physical infrastructure is also done, such as Telephone services, Security Guard,

Office Expenses, Travelling allowances, CCTV Surveillance and some extent for maintenance of Equipment, Computers and other items.

- 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.
- Portion of the fund received under RUSA Scheme has been utilized for Up-gradation and repairing of the existing Laboratories and other existing infrastructure along with set up a new Lab. The Fund Releases by college through online PFMS Portal and Procurement materials was ordered by online through GEM Portal.