

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

The fee structure for admission to under graduate course like BA, B.Sc., & B.Com., is framed as per university norms. Besides, some fees are collected for as Library fee, Sports and gymkhana activity fee, college miscellany fee medical examination fee, Red Cross Unit fund, Computer Lab fee etc. In addition to this some fee is collected from B.Sc. Course students for providing the Laboratory facilities to conduct their practical classes.

The total amount collected from admissions is being deposited in the bank on the same day. This process is continued till the end of enrollment of students ascertained by the university authority. Day to day accounts are entered in the cashbook by the office staff under the supervision of Principal of the college. These books of accounts are regularly audited by the external auditor at the end of the academic year.

The college adheres to the norms set for the utilization of said amount collected from admission process.

The university share from the fee collected, is sent to university soon after the completion of all admission [including late admissions with penalty] where as the remaining amount is utilized under the supervision of Principal, Management and student councilors.

The procedure followed for forming student council is strictly as per the rules and regulations of the college.

Normally a boy or girl student who secured highest marks at previous year examinations will be nominated as class-representative for that class and for that particular year. One boy and one girl among these representative are nominated as Chief student representative on rotation for BA, B.Sc. and B.Com course, one faculty member of the college on rotation is nominated as Vice-President of the college gymkhana. The nominated Vice-President along with physical Director will allot one faculty member and one student representative for various association of college gymkhana under the supervision of Principal. The nominated faculty member will

work as chair person of particular association of college gymkhana throughout the academic year. A meeting of students' representatives including the faculty members, Gymkhana Vice-President and Physical Director is conducted in the Principal chamber where in the details of the fund collected for college gymkhana is discussed and every association incharge will organize the event as per schedule fixed in calendar of events of the college.

At the end of the academic year, after the celebration of college annual day, the report of the expenditure certified by the chairperson of respective association and finally certified by Vice-President of college Gymkhana is submitted to the office. The office superintendent after entering all these expenditure in cashbook gets approved the bills from Principal.

Finally, these books of account are get audited by internal and external auditors.