



Parvatibai Chowgule College of Arts and Science Autonomous



Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale)
Best Affiliated College-Goa University Silver Jubilee Year Award

PROCEDURES AND POLICIES

FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The following Policy formulated by Parvatibai Chowgule College of Arts and Science (Autonomous) is related to the procedure for maintenance of Physical infrastructure of the College.

Utilization of Physical / Academic / Support Facilities:

Adequate infrastructure is one of the key requirements for any institution to provide quality education. The college management is very supportive to develop the infrastructure as and when required.

Classrooms and Laboratories: The College has adequate number of spacious and well ventilated classrooms equipped with ICT facilities. College Timetable Management Committee prepares the timetable for the entire college including allotment of classrooms. Subsequently, the concerned department prepares the practical timetable for the Lab. Few Laboratories are being used for research purpose too.

There are two auditoriums with capacity of 150 and 90 participants, one Audio Visual Room and a model Classroom. All these facilities have to be booked online through the college website.

Maintenance of Physical/Academic/Support Facilities:

The college aims at maintaining the campus infrastructure in a pro-active manner. Major works are always budgeted and approved by the management whereas the minor maintenance is carried out by the college with the help of the estate office of the college. The college have set up committees like tender committee and purchase committee to follow the procedures and guidelines as per the pattern of assistance given by various agencies (government and non-government) The college has, designated maintenance office (Estate Department) for overseeing



the maintenance and civil works, under the guidance of the College Management and Administration, Finance Committee, Tender/Purchase committee.

- a. Minor Maintenance process such as electrical, ACs, LCD Projectors, gas pipe lines for Labs, Carpentry, Plumbing, Repairing civil work is done by getting quotations from different parties, scrutinised by Tender/Purchase committee.
- b. Major Maintenance process such as civil, plumbing, carpentry, electrical work is done by budgeting, taking financial approval from Finance Committee and executing by the Estate Department..
- c. The Laboratory equipments are maintained by the concerned department by budgeting and getting approval from the principal every year.

Under Autonomy, as per the UGC guidelines, the college constituted the Finance Committee.

- a. Principal requests all the Heads of the Department to prepare the Departmental Annual Budget proposal for each Academic Year. At the end of every Academic Year, during the regular departmental meeting with Principal, the Head of the Department present the statement of expenditure of the current Academic Year and budget proposal for the next Academic Year.
- b. After healthy discussion and justified changes, Principal accepts the proposal to be submitted to the Finance Committee of the College.
- c. Monthly budget review meetings are conducted to monitor the utilisation of the allotted funds.
- d. Finance Committee prepares the General Expenditure Budget for the Development and Maintenance of the Infrastructure of the College.

Sub Committees:

A. Tender and Purchase Committee:

- In an institution there are several types of requirements from various departments that may range from purchasing of chemicals, scientific instruments, electronic goods, stationary etc.



- The administrative office of the college notifies all the departments (science, administration, accounts, estate etc.) To furnish details of their requirements at the beginning of an academic year.
- On receiving desired details notices towards the tender are advertised or mailed to reliable sources or vendors.
- Sealed quotations are requested from a minimum of three suppliers / vendors for each of the purchases to be made. An important function of the purchasing committee is to scrutinize quotations received on a notified date and time on most occasions in the presence of the interested vendors. A comparative statement is then prepared by the purchasing officer to demonstrate the lowest quotation.
- The comparative statement is then approved by the members of the purchasing committee and a purchase order is placed with the lowest bidder under the authorization of the Principal. The Purchase order usually contains the following particulars:
 - a. Name and address of the supplier.
 - b. Date, time and place of delivery.
 - c. Quantity order
 - d. Description and specifications of the material
 - e. Price, discount and GST.
 - f. Transport and packing charges and shipping instructions.
 - g. Terms of payment.
 - h. The name and address of the buyer and Department.
- The goods once received are checked against the order placed and are accurately executed. After verifying the delivery challan / Invoice is sent to the accounts department for clearing the payment to the parties concerned.

B. Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- Budget estimates relating to the grant received/receivable from **UGC**, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- Audited accounts for the above.



S. J. Anant
PRINCIPAL

PARVATIBAI CHOWGULE COLLEGE
OF ARTS & SCIENCE (AUTONOMOUS)
MARGAO-GOA