

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

### **Session 2019-20**

The college has developed a master plan for creation and enhancement and maintenance of its infrastructure in order to promote a good teaching learning environment, which has been a combination of augmentation of existing facilities and construction of new structures. The procedures and policies to improve the overall quality and standards of institutional infrastructure are promoted in decentralized and holistic manner. The Principal, Governing Body, Head of the Departments, Advisory Committee, Staff Council and IQAC are involved in defining procedures and policies, framing guidelines pertaining to maintaining and utilizing physical, academic and support facilities.

**Functioning of Departments:** Under the guidance of Principal and in coordination with IQAC, all the teaching departments work on their academic agenda, and decide their respective annual departmental activity calendar. As and when needed, department level requirements are brought to the notice of the Principal for approval. In this decentralized functioning, senior most faculty in dept. function as HOD who assist the Principal in day to day administration related to the departments.

**Faculty Committees and Day to day Administration:** In order to plan and smooth implementation of all functioning, the Principal in consultation with IQAC and Staff Secretary constitutes different committees comprising teaching and non-teaching staff. Each committee has faculty member as Convener/Coordinator and Principal as the Chairperson. Number of members is need based. For example, Construction committee, library committee, Career Guidance Cell, Women Cell, Students' Welfare Committee, Cultural Committee, Discipline Committee and IQAC have a special contribution in providing inputs for upgradation of physical and academic resources of the college. All decisions are made with a student-centric approach.

**Governing Body:** Duly elected GB with a nominee of Vice Chancellor and Govt. of Haryana, Teachers' representatives and representatives of non-teaching staff function in compliance with the rules and regulations of the affiliating University and Govt. of Haryana. Principal is the member-secretary of GB. Meetings are held as per University Calendar. Governing Body operates through the central administrative leadership of the Principal who further consults, involves and engages faculty and non-teaching staff as per the well laid precedence of participatory governance in the institution. GB functions as per the Mission and long term objectives of the institution, for which all decisions related to faculty recruitment, infrastructural expansion, academic excellence, welfare of stakeholders are taken with transparency and accountability towards the community at large.