



Government of Karnataka
Department of Collegiate Education
GOVT FIRST GRADE COLLEGE
Irakalagada-583287 Koppal District

Phone. No: 08539-244462

E-mail: gfcirk@gmail.com

Metric : 4.4.2

Systems and Procedures for maintaining and utilizing physical, academic and support facilities

- The college follows rules and norms framed by government of Karnataka and Department of Collegiate Education to maintenance and utilization of physical, academic and support facilities time to time. The principal constitutes different committees comprising faculties and student representatives to supervise the maintenance and utilization of different physical infrastructure and academic activities.
- The maintenance of the building is outsourced and the salaries for the cleaning staff are paid through College Development Committee (CDC) funds. The minor repair and maintenance of college campus is borne by CDC fund. Purchase and expenses to be borne out of CDC shall be approved in meeting and applicable rules shall be followed.
- College Development Fund (CDF) committee comprises of the Principal and faculties. The funds are utilized to meet classroom expenses such as chalk pieces, dusters, stationery for staff and other maintenance expenses with necessary resolutions made in meetings.
- Purchase committee comprises of principal, Co-coordinator and staff members. Funds sanctioned by DCE are utilized through the Purchase Committee with required resolutions passed in the meetings. The purchase process is carried out according to the Karnataka Procurement Act. The purchase/work orders are placed after processing the tenders/quotations as per rules in the presence of the committee members and the tender with least quotation is selected and approved. After procurement, materials are verified and later the bills are prepared and sent to K2 through which payments are made directly to the supplier via Electronic clearing system (ECS).
- Fees collected for various activities (sports, cultural, NSS, Youth Red Cross etc.) are utilised through respective committees framed for each activity. The expenses with respect to the events are met by respective committee Coordinators who will be reimbursed by cheque after the conduction of events for which vouchers are presented to the principal for endorsement and will be handed over to the office superintendent for record purposes.
- Examination committee consists of Faculties and Non-Teaching staff to ensure smooth conduct of examination. It assigns exam duty to teachers, takes care of conducting internal assessment and uploading IA Marks to the university portal.
- The funds for IQAC are released by the department to conduct academic activities such as seminars, Special Lecture series and also to purchase required stationery etc. Expenses of academic activities are met by IQAC.


Principal

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Karnataka