



OFFICE OF THE PRINCIPAL

LAXMAN PRASAD BAIDH GOVT. GIRLS COLLEGE, BEMETARA

COLLEGE CODE- 1706

WebSite-www.lpbggcbemetera.in,

Email- ggcbemetera@gmail.com,

4.4.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc.

The institution practices a policy of decentralization of authority for efficient look over, maintenance and best utilization of its available sources. The establishment system and maintenance process of the college is done according to the rule of the government.

Purchasing committee meeting is organized in which senior professor is the coordinator. In the meeting, the purchase committee recommended inviting open tenders for the purchase of goods. After this the tender is called by the college administration. The received tenders are opened in the meeting of the purchase committee and its comparative chart is made and recommendation is made to allot the tender to the lowest amount firm. After this the tender is allotted by the college administration to the firm with the lowest amount. After receiving the goods, the ordered goods are inspected by the committee and payment is recommended if the goods of the order are found to be favorable. The college is paid to the firm as per the recommendation received administratively from the committee.

- The arrangement of computers is done through the funds released by the government and advance software, antivirus is installed in every computer from time to time.
- For the arrangement of library committee is formed by the principal who deals with the purchase and maintenance of books. The process of purchase is done through quotation or tenders by the principal.
- For the maintenance and repair of computers, the college takes the help of special technical experts. Electrification and water supply system of the institution regularly monitored and maintained.
- The Principal looks after the maintenance and repair of the physical infrastructure of the college like garden, sports ground, library, examination monitoring, RO water cooler maintenance, and toilet etc.



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प्राचार्य
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कन्या महाविद्यालय बेमेतरा