

Vidya Bhawan Rural Institute, Udaipur

Inspection related Detail

- There are three faculties in VBRI - Arts, Science and commerce. Faculty chair persons are appointed to look after the matters of concerned faculties.
- Under these three faculties various departments do the routine academic works. Each of the department is managed by the head of the department.
- Faculty members record the classes taken day wise along with student strength and topics taught in the front page of the attendance register.
- Faculty chair persons conduct monthly meetings with Head of Departments to discuss upon various academic & other matters.
- Faculty chairpersons frequently check the classes conducted in the concerned faculty.
- Faculty chairpersons prepare the academic plans in consultation with faculty members of their faculty.
- Faculty chairpersons also collect academic monthly reports from faculty members of their faculty and analyze the same.
- Faculty chairpersons organize academic activities of their faculties concerned.
- The guest faculty register is checked time to time by head of Department as per actual classes held and then only the bill for remuneration is presented into the accounts section.
- HOD does the alternative arrangements for faculties those who are on leave in the concerned Department.
- Also the information of absent employees in the Department is informed to the students either through notice displayed on department notice board or massaging the same in the students' WhatsApp groups.

- Monthly student attendance record of classes of the department is maintained by H.O.D. and information of less percentage attendance students derived from this report is provided to staff members and students.
- These registers are collected by the head of departments after completion of a particular session.
- Lab assistants maintain the stock registers of the departments concerned.
- Lab assistants also ensure that equipments in labs remain in proper working order.
- Similarly for various routine works of the college different committees of teaching and non teaching staff members are created in the start of each session for smooth conduct of works in upcoming session.
- In Library there is well established book bank facility available for students along with other reference books to read.
- The Book Bank books amount received by students is deposited by the Librarian in Accounts and proper record of the same is also maintained.
- Library staffs also maintain the record of daily visitors in the Library.
- The issue and deposit books register is maintained by library staff for the vigilance purpose. This register is randomly checked by the library committee. No due to students is provided by library staff based on this register.
- The Library committee regularly checks the records of the library.
- In each of the session interclass sports tournaments are organized in the college for students along with regular sports practices. The sports items issued to students by the PTI and proper record of the same is also maintained for physical verification purposes.
- The office maintains the centralized stock register for entry of different recurring & non recurring items.
- The issue of items to concerned departments is done using the issue register.

- Similarly each of the department also maintains its own stock register for the purpose of record of items available in the department. The physical verification of items is done in four to five years as per flexibility.
- Recently, we have started numbering of physical items available in each of the departments so as to match the same in easy manner with centralized stock register.
- The Daily attendance of the staff is maintained through biometric as well as physical register entry.
- For grant of leave to staff members pre-approval of the leave is required and this is done via E-mail and immediate response is given by the Director itself for approval or rejection of the leave to the concerned staff member.
- The Office Superintendent marks the remaining different types of leaves CL/PL/ML available in account of any employee.
- OS on monthly basis provides this record of employees (present & absent) to the accountant for preparation of salary of that month.
- OS maintains the personal files of employees working in the college.
- Correspondence work & required information collection for that correspondence is also done by the OS.
- Status of the college E-mail ID, MLSU Website and college education website is regularly checked by OS.
- Management of duties of IV-class employees is done by OS.
- Any urgent electricity, water or other problems solution is managed by the OS.
- The Student section maintains the record of students' term end results and mark sheets along with admission records of the students.
- College also conducts different co-curricular activities like NSS and Rover activities. For NSS the budget is allocated by the Govt. and the Utilization Certificate and income expenditure of the same is prepared after examining all the bills by accounts VBRI and the auditor VBS.

- The Rover expenses meet out by the college budget and the same financial process also followed for Rover activities.
- The conference room & seminar hall in-charges are appointed to take care of the college assets. The proper stock of items in NSS, Rover, conference room and seminar hall is properly maintained & physically verified in every 5 yrs. duration.
- College also from time to time tries to organize students' activities. The student union elections are also part of the annual student activities mandatory by Govt. rules. However, if students groups tussle with each other then college staff including student Union committee, DSW, ADSW Director, OS and other staff members tries to resolve their conflicts. If they unable to resolve the same, the parents of the students are contacted and few staff members even visit their homes so that matter can be resolved.
- College also provides various help in granting scholarships to students including social welfare and CM scholarships. Also for the VBS scholarship after received applications are forwarded to Vidya Bhawan Soceity office and candidates are scrutinized based on their financial and academic aspects by VB Society Office.
- The OS of the college once in a day inspects the toilets and drinking water facilities available in the college and tries to keep them in working order. Director also inspects the same once in a week and if any problem discovered then it is resolved with the help of Vidya Bhawan Society. Recently the old student association (OSA) also started helping in these matters.
- The accounts department is directly handled by the Vidya Bhawan Society office, however the Director at its own level regularly checks the cash register for the balance amount available and if this amount exceeds above Rs. 10,000 then immediately the cash is deposited by the accountant in the bank accounts of the college. The audit of accounts is conducted by Vidya Bhawan Society auditor and the annual account statements and balance sheets are also analyzed by the Director, accounts and members of the college development committee.

- The budget of the college is prepared by the college budget committee including the accountant. Once prepared it is presented to all the staff members in round one and after corrections in presence of the VBS officials including CEO, CFO and President VBS in round II. If needed then round III of discussions is also conducted. The finalized budget is sent to the VBS for approval.
- After budget approval from the finance committee VBS, the approved budget is provided to the monthly budget expenses evaluation committee, which tries to inform the concerned staff members regarding the approval of their requirements in the budget and advises them to complete the purchase.
- The purchase committee is there in the college which includes accountant too and this purchase committee does the purchase works as per VBS norms. Proper GST bills are demanded from the concerned parties after giving them the order with proper conditions in writing.
- The College also prepares the university, college education and MHRD formats annually and send these reports to the concerned departments.



Director

DIRECTOR
Vidya Bhawan Rural Institute
UDAIPUR-813001 (Raj.)