



**Bharatiya Vidya
Bhavan**
AGARTALA KENDRA

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

(Recognised by N.C.T. E. & Affiliated to Tripura University, A Central University)
(Recognized by UGC under Section 2(f) & 12(B) of UGC Act, 1956)

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Dr. Rajat Dey
Principal

Chairman

F.1(1)/Chairman/Policy/BVB/2021/12

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Administrative Policy

Introduction

Administrative Policy is defined as directives that mandate requirements of, or provisions for, members of the college community, including procedures to assist with their implementation. These directives may be system-wide, affect multiple campuses, selected policies may impact or direct individuals, such as visitors, external to the college.

Administrative Policy also refers to the educational administration which focuses on planning, organizing, coordinating, directing, controlling and evaluating students' performance. It primarily involves providing leadership for the education of students, implementing assessments for students, developing curriculum and managing the educational Institutional resources for achieving specific goals. Educational administrators work with teachers, support staff, students, parents and local politicians to keep the college functioning. These professionals define and articulate the college's mission and goals implement programmes and allocate resources to ensure the proper functioning and management of the educational Institution.

Administrative policies require specific actions of faculty, staff, students, and external individuals who use college resources or services, as appropriate.

Objectives of Administrative Policy:

The objectives of Administrative Policy are to (i) Provide education to students, (ii) Ensuring utilization of resources, (iii) Measuring student performance, (iv) Promoting student's success etc.

Importance of Administrative Policy:

The importances of administrative policy are as follow:

Planning, organization, direction, control, making financial decisions, providing direction to teachers, assessing students, supervising staff, designing curriculum, conducting research, providing instructions, providing services to students, maintaining labor relations, solving legal issues, managing facilities, creating strategic plans, focusing on implementing technology, setting budgets, maintaining cooperation with the society, providing adequate physical facilities, helps in planning the assessment that measures the success and


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growth of students, build a lively learning environment, admissions, supervision of academic affairs such as hiring, promotion, tenure, and evaluation, maintenance of official records.


To fulfill the above aims Institution has the following policies:

1. Following strictly the Financial Year as per Govt. guidelines.
2. In the month of December, Governing Body Meeting is held where Budget is finalized for the next financial year.
3. Opening of Joint Bank Account in the name of the Institution.
4. Monthly closing Bank Account is verified by D.D.O.
5. Two meetings are arranged annually to verify the status of the Institution's reserved fund which is maintained by office of the D.D.O.
6. TDS register is maintained by office of the D.D.O.
7. Bills are verified by D.D.O., Director or Chairman.
8. Cashbook is verified monthly by D.D.O.
9. Telephone Bill, EPF & Professional Tax transactions are made through online mode and Employees Salary, TDS, Admission Fees etc. is carried out through Bank. No cash transaction is entertained.
10. Tally software is used for preparing audit report, which is verified by Director/ Chairman and Chartered Accountant and same is sent to Mumbai head office for final approval.
11. College maintains stock record books and it is verified annually by the Principal.
12. College constitutes different committees for smooth running of the financial, administrative and academic work.
13. College constitutes different purchase committee who will prepare proposal for purchasing different items like library books, furniture, laboratory materials, electronic and electrical goods. On receipt of the proposal for the purchase of any item, the same is sent to appropriate authority for approval. If Budget provision is made for it then quotation from different vendor is invited. The lowest and quality based quotation is accepted and accordingly supply order is placed.
14. Student, Teacher and Official staff attendance is maintained in the form of both softcopies and hard copies and it is verified by Principal.



Shri. Debashis Chakraborty
Chairman
BVB, Agartala Kendra

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