

Procedures and Policies for maintaining and utilizing Physical, Academic and Support facilities

The college utilizes the available resources while following the guidelines communicated by the Govt. from time to time. The finance available with the college is allocated on need basis for maintenance of such facilities. All the work carried out is executed through various committees constituted for the purpose. The following are the procedure adopted by the college for maintenance of physical, academic and support facilities:

College Purchase Committee: This committee is constituted by the college every year. The committee take care of all the requirements submitted in the office. The purchases are made mainly through GeM portal, however, the quotation procedure is followed for transparency and optimum budget utilization if some local purchase is needed.

Building Fund Committee: The committee is constituted by college, including a technical person of JE or above rank from PWD. The committee is got approved by the Directorate of Higher Education. The minor repairs are carried by Building fund committee after having approved all these works in Building fund committee meeting. However, if the nature of work requires a higher amount, an estimate is demanded from the PWD and submitted to higher authorities for Budget. Cleanliness work of classrooms, corridors, toilets and campus is routinely carried by sweepers appointed for this purpose.

Laboratories: The laboratory staff ensures that equipment are in good working conditions. The students are sensitized and trained how to use laboratory equipment. All do's and don'ts are explained to them. The poster regarding explosive and dangerous chemical is also displayed in the lab. The support staff is always there to help them. Minor repairs and calibration are carried at local levels; however, the person with expertise are hired from other places for major repairs. While disposing hazards material all standard procedures are followed i.e. dumping in the pits.

Library: The library is open for students from 10.00am to 5.00pm. The students are free to use reference books, periodicals and newspapers for reading at library. Beside this textbooks are issued to students as per requirements –maximum of four. The stock verification of books is done annually. The old & worn out books are weeded out after the recommendations of committee. The fund is also made available for binding of books.

The sports infrastructure is made available to the students throughout the day. The sports infrastructure and the equipment in the gymnasium are well maintained from time to time, out of sports fund charged from the students. All other facilities on the campus like RO's, CCTV, Xerox machine and Solar lights are also periodically checked and maintained.