

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

The policy of the college with regard to maintenance of the campus infrastructure is to upgrade and modernize the infrastructure, to provide latest gadgets and technology to the end users. Policy of the college also emphasizes to explore and innovate on regular basis and consider the needs of the last student in the row especially differently able student and staff, if any.

The procedure is a well-defined road map to guide the different stakeholders involved in the maintenance and up gradation of the campus. Different committees have been formed to make the judicious decisions after discussions and deliberations in the interest of the college and students, while strictly adhering to the policy of the college. Important committees working in the college are Library Committee, Purchase Committee, Construction Committee, Campus Maintenance Committee and Disposal Committee.

The development and augmentation of infrastructure is an ongoing process keeping in view the needs for up gradation and addition in consonance with the changes in technology and needs of the system. Purchase Committee ensures and procures all the requirements as per the laid down procedure in consonance with government code of purchases. At the end of the academic session, Heads of the Department submit their respective requirements for the next academic year to the Principal of the college, who after due consideration forward the requirements to the Purchase Committee for the procurement after following the laid down procedure i.e. inviting quotations, preparation of comparative charts and placing order in a very transparent system which satisfy the internal and external auditors.

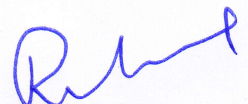
A Library Committee consisting of Principal, Librarian, and Senior Faculty members is in place. For the enrichment, renovation and augmentation of the Library, the Committee holds regular meetings and takes all the decisions after deliberations and discussions. To make the library user friendly, it has been computerized, books have been bar-coded, and security cameras have been installed. Feedback of the students is also collected through the college Suggestion Box for updating the contents and services as per the need of the students.

Construction Committee takes care of the decisions with regard to renovation or/and addition in the buildings. Committee refers the requirements to the governing body and gets the approval for

the same. In case the capital expenditure is out of Government Grant the contract is given to the designated Govt. construction agency otherwise management engage engineers, architect and construction agency after following a transparent and judicious procedure in the interest of the college.

Campus maintenance committee consisting of faculty members and non-teaching support staff ensures beautification and upkeep of the campus including teaching blocks, play grounds, administrative block, student support facilities etc. including STP, rain water harvesting system, power generation sets and plantation in the college. The responsibility to renew the Annual Maintenance Contract of Computers/AC's/water filters /pest control/S.T.P etc. is delegated to a sub-committee in the college.

The governing body of the college regularly reviews the procedures followed by different committees of the college to ensure these to be effective and efficient.


Offg. Principal

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