

Procedures and policies for maintaining and utilizing physical, academic and support facilities:- (Session 2019-2020)

Policies and Procedures the College has been following certain policies over the years regarding the use and maintenance of its infrastructure. Various procedures have been adopted to augment, utilize, maintain and write off the facilities and equipment at the college. The purchase committee evaluates the requirements of different departments by consulting the respective department and committee heads and decides to purchase the suggested item or facility. The purchased items are issued to the departments and committees who have made the requisition. The source of funding is to be decided by the Bursar. Major construction work has been done through RUSA grants. The college has instituted a Building and Maintenance Committee to look after new construction and its maintenance. The departments with practical subjects have laboratories and lab attendants who are responsible for keeping a record of the lab equipment and report if any repair is required. The library restorer takes care of the library infrastructure including books, journals, furniture, and computers. The library committee is responsible for the up gradation of library in all respects whether it is the purchase of new books, software, subscription of online libraries. The servicing and repair of physical facilities at the college including water coolers, ACs, photocopiers are undertaken by the departments concerned through the maintenance committee. The ICT facilities are looked after by the Department of Computer Science which comes under HEIS of the college and most of its requirements are met from HEIS fund. The laptops are issued to the staff whenever required. The department analyses the data needs, up gradation of wifi, need for laptops and printers according to the changing times and suggests new purchases or repairs. The department of Physical Education is responsible for the upkeep of playing field, track, sports equipment and gymnasium. The lush lawns of the college are maintained by gardeners under the supervision of environment committee. At the end of each financial year, the college undertakes the stock checking of the total equipment, furniture, machines and gadgets of the college and unusable items are written off after checking.