

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

There are predefined policies and procedure for utilization and maintenance of academic, physical and other support facilities. The Principal along with HODs and conveners of various cells keep an eye on the quality and requirement of various equipments and infrastructure of the college. For this purpose, a number of committees have been constituted such as Purchase, Construction, Repair, College Property, ICT facilities, Library, Cultural, Sports etc. For infrastructural development the Principal holds the meeting of Advisory Committee and after due discussion with senior staff members, the requisition list of infrastructural facilities is duly prepared. The proposal is presented before the Governing Body for approval. After their approval, purchase committee along with Construction and Repair committee facilitates further action as per the college policies. Likewise all the HODs, Librarian and in-charges of various cells give their respective requirements to the Principal and the same process is followed for the purchase of various equipments, books and other materials. The approval of GB is also sought for any kind of capital expenditure. Quotations are invited for item having value of more than Rs. 5000/-. The order is placed after negotiations to the lowest bidder. Under certain circumstances the committee purchase on the spot from the market for urgent requirements.

The college maintains its facilities like Computer labs, Gymnasium, Library, Generator, RO, Canteen etc. on a regular basis. The building is white washed as and when required. Equipments like RO, ACs and Solar Panels are serviced from time to time.

The college utilizes its premises at an optimum level. Staff Room, Departmental and Medical Room and Gymnasium is fully utilized by the staff members. The auditorium is used for cultural and extra co-curricular activities of the students as well as outside agencies. The class rooms are not only used for college students but they are given to IGNOU for conducting the classes by their counsellors, conducting competitive exams on Sundays and holidays. Computer labs equipped with 24x7, Wi-Fi facility is also issued to students, staff of other school and colleges under the supervision and guidance of our faculty of Department of Computer Science. The sports complex located in Shastri Colony is also given to outside agencies for holding football tournaments and other events.