

4.4.2 Procedures and Policies for maintaining & utilizing physical, academic & support facilities.

Procedure & Policies regarding maintenance and utilisation of physical Academic and support facilities including library, laboratory, sports complex, Computers & classrooms in the institution are given below

1. There is separate internal audit Committee for auditing buildings, laboratories, library, sports complex, Computers, classrooms & furniture in the institution. There are 3 members in each Committee to monitor and analyze in their respective jurisdiction with regard to their respective tasks.

2. One week is given to each committee to analyse and assess the infrastructure and Physical and academic facilities in the Institution. The names of these Committees are cited below.

i) Building maintenance Committee

ii) Laboratory Committee

iii) Library Committee

iv) Sports Complex Committee

v) Computer & other related equipment committee

vi) Furniture Committee

vii) Committee for multipurpose hall / conference room/ media centre & smart classes.

The formation of these committees is made on the basis of the expertise of teachers and non teaching staff in their respective areas and also on the basis of their seniority in the college.

3. The above committees give their reports in their respective areas to the principal. The matter is put before the executive committee of the management chaired by the president of the society. After careful analysis of all these reports, adequate funds are allocated and made available to each area and work for maintenance starts in June every year, so that everything can be completed in June & the institution may not suffer any academic impediments in July.

4. Progress of maintenance is also monitored by the principal of the institution along with NAAC Coordinator & timely report is given to management if needed.

5. Once specific funds are allocated for the purpose of maintenance and upgradation of infrastructure and physical facilities of the institution, proper cash flow is maintained by the office & fund is always made available without any hurdle. College also uses credit card to maintain cash flow in the institution.

6. After the task of maintenance is completed by the end of June, the whole work is again monitored & analysed by the respective committees cited above & satisfactory report is made by the Head of the each committee to be presented to the Principal to give feedback to the manager of the college with satisfaction report & academic session starts just after that.

7. As far as purchase from outside is concerned, quotations are invited from publications and scientific equipments emporiums and demands are sent well before the start of the session and timely supplies are ensured from them by giving advance payments in some cases. Management of the institution is very prompt in the maintenance of physical and academic facilities.

8. All the equipments and books purchased are also checked by the heads of the department as well. If some equipments are found damaged, they are returned for replacement. The price of all these equipments and books are also matched with the bills.