

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has a decentralized mechanism for maintenance and upkeep of physical, academic, and other support facilities. Naturally, in the beginning of the session the budget of the college is placed in the meeting of the Finance Committee by the Convenor making budgetary provisions for all these facilities. After that the budget is placed in the Governing Body and Governing Body approves the budget or make any change in the expense made for any such work

Following are the maintenance mechanisms followed by the college in particular:

1. Maintenance of academic facilities:

For all academic requirements like books and journals, IT facilities, organizing special lectures, developing study materials, organizing seminars or workshops demands the HODs are asked to place their demands in writing to the principal.

Approximate budgets are also stated on most occasions. The Principal places the requisition or demands in the meetings of the Governing Body, Finance Committee, Library Committee, or any other relevant committee.

Tender notification is then done for bulk purchases. Otherwise, local vendors supply the necessary items. Financial rules of the government are strictly followed for all purchases.

The Library Committee is constituted of different senior teachers and no-teaching staff. The Committee takes decisions regarding the departmental allotment, mode of purchase, and maintenance of the existing books. Budgetary provisions are there for organizing seminars, workshops, special lectures, etc. The departments prepare budgets for all such academic activities and accordingly demands are placed.

Budgetary provisions are there for all the Laboratory-based departments. The departmental heads or teachers place their demands as and when required. The laboratories are well maintained by the support staff recruited by the college on permanent basis or casual basis.

2. Maintenance of Physical Facilities:

The physical facilities such as building health, plumbing, electricity connections, etc., the maintenance is done regular basis. The college has one electrician cm caretaker who looks after the college and if it is required he reports always to the principal for continuation of physical facilities. The classroom materials like benches and desks are well maintained and number by the college and necessary repair work is done by the carpenter. In this year 150 new high and seat benches are purchased from SIDCL. A group of carpenters selected through tender notification. All repair work of the building is also done through labourers selected in the appropriate way through t **laboratory, library, sports complex, computers** ender.

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3. Campus Cleaning:

There are 3 personnel for cleaning of campus area as well as classrooms and labs.

4. IT Infrastructures:

For the maintenance of IT infrastructures (computers and servers), the college has made an AMC with the vendor.