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

The college has augmented the infrastructure to keep pace with academic advancement and growth. Apart from adding a new structure (rooms and labs) it has upgraded laboratories, purchased additional instruments and equipments in existing labs, sports equipment and computers software.

The college ensures optimal utilization of budget allocated for the maintenance and upkeep of the college infrastructure by holding regular meetings of various committees constituted to plan and monitor the projects to be taken up in a session. The Heads of the Departments prepare the proposals as per the requirements of their respective departments. Based on the need assessment equipments, furniture, labs, classroom, budget, provisions are optimally made. There is full-fledged infrastructure maintenance section headed by an overseer for construction and maintenance of physical infrastructure. The overseer is supported by Supervisor and a team of skilled workers. The Principal, on the basis of the perspective development plan, proposes the infrastructural augmentation needs to the concerned authorities. The UGC, DST and DBT sanction funds based on the requirements, student strength, and the nature of the academic programs offered by the institution. The college development fund is utilized for maintenance and minor repairs of furniture and equipments. The various committees prepare the proposal and estimated cost of the planned maintenance and purchase of equipments and submit it to the head of the institution. An effective monitoring system through various committees ensures the optimal utilization of budget allocated.

The Overseer not only supervises construction but also takes care of maintenance and repair of buildings, water lines, electrical installations, equipment and other support services. Wherever the need arises, the concerned department writes application stating the nature of repair/ maintenance required.

The college has full time Administrative officer, Mechanic, Plumber, Electrician and Technician. The Administrative officer takes care of the regular repair and maintenance needs. The applications by the concerned department are sent to the administration officer after being sanctioned for necessary action.

Computer Maintenance:

As far as maintenance is concerned, outside vendors are contacted for major repairs and for minor repairs. Software problems are taken care of by computer faculty and lab staff. Non-repairable systems are kept in store and disposed off after proper procedure of writing off and disposal of e-items. The institution purchases the new upgraded computer systems from time to time as per the needs.

The college also has a library advisory committee.

Library Maintenance – There is a Library Advisory Committee whose major responsibilities are as follows:

➢ The committee formulates development plans and recommends facilities for implementation
➢ The committee gives guidelines for the procurement of costly books, internet journals, hardware and software necessary for the library
➢ The committee ensures the optimal use of library facility by staff and students
➢ The committee organizes book fairs as well as visits to national and international book fairs

- ➢ It ensures the availability of latest syllabi in the library
- ➢ It takes up remedial actions towards the grievances expressed by the students and staff