

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

Our institution possesses large infrastructures and we follow a system in the college to ensure optimal utilization and the timely maintenance of same in the campus. A subcommittee is formed with members like the Principal, IQAC Coordinator, Office Superintendent and senior faculty members. The committee meets at regular intervals with the objective of making timely maintenance and renovation of various infrastructures of the college. The college has clear policies and guidelines for the maintenance and utilization of the facilities. The planning committee monitors the infrastructures and plan for the improvement of it. The purchases are done according to the decisions of the purchase committee, adhering to the purchase rules and ensuring transparency and economy. For this, state purchase manual and financial codes are strictly followed. The tendering is done for ensuring speedy, efficient and transparent procurements. The judicious distribution and maintenance of the facilities are ensured through the coordinated functioning of all departments under the guidance of various committees. Funds for the maintenance of the infrastructure of the college are allocated in the plan fund of the college by the Directorate of Collegiate Education department. In addition to it, funds are also mobilized from the PTA in this connection. The state Public Works Department is assigned the technical supervision of the works. Lab accessories and equipments are kept and maintained by the respective departments and timely repair works are done by the supporting staff of the institution. PTA takes care of the emergency maintenances. NSS undertakes necessary campus cleaning and beautification and Bhumitrasena takes care of the gardens in the college at regular intervals. A college beautification committee is monitoring the general beautification works. Computer lab in the college service is well maintained with the generous financial assistance from College Development Council as well as PTA. A library committee under the guidance of the college librarian is committed to work for the improvisation and updation of the available library facilities. The library improvement is well supported by the work of faculty members and students. The gymnasium in the college is maintained with the help of faculty members and students. Sports equipment are purchased each year using the sports fee collected from the students during the admission and also the Athletic fund reserved for the purpose. The state government also contributes substantially towards this purpose. There is also an effective yearly audit system to check the furniture, lab equipments, ICT tools, and other stock in the college. This is done at the end of every academic year. It is under the hostel committee that

the facilities in the hostel are monitored. In the overall development of the college, the college mobilizes assistance from the part of Alumni organisations and people's representatives. Auditorium, Seminar and Conference Hall are extensively used for the conduct of academic and cultural programmes. There is a faculty in charge of each of these committees who takes care of the same throughout the academic year. Committees are also set up to improve the efficiency of the Canteen, Hostel and college premises. Water purification plant, sanitary pad vending machines and incinerators are routinely serviced