

Procedures and policies for maintaining and utilizing Infrastructure

The institute has well defined guidelines and procedure for repairing and maintenance. All the physical, academic and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), IQAC, Library committee.

Maintenance policy and procedure:

The institute uses mechanism for maintenance of the physical and academic facilities as per following points:

- 1) The institute makes provision in budget for maintenance.
- 2) Requisition is collected by office through internal communication sheet.
- 3) Permission is sought from CDC. and Institute
- 4) The institute makes provision in budget for emergency requirements.
- 5) The institute invites quotations for the proposed work from different vendors.
- 6) Work order is issued after comparative analysis of different quotations.
- 7) Job completion report is prepared by technician and signed by concerned head.
- 8) Payment is processed through concerned authorities and forwarded by the Principal for final payment.

Procedure for utilization of facility:

1) Computer Laboratory:

- The college has appointed two technical persons for maintenance and up gradation and technical issues related to computers and electrical.
- The institute website is maintained and update regularly .
- Class wise computer laboratory schedules are followed as per the time table.
- New requirements are processed by technical assistant from the department of computer science.
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2) Library:

- Library staff takes care of the regular functions of library.
- Library attendants take care of issue of books, collection, cleaning the stock room and reading hall regularly.
- Students can use the central reading hall in campus from 9.00 am to 5.00 pm.
- Students must procure a library card after admission which can be used for issuing two books every week.

3) Classrooms:

- College timetable is designed by faculty In-charges keeping in mind the maximum utilization of classrooms and physical facilities.
- Classrooms are allotted as per student strength.
- Separate non-teaching staff is appointed for cleaning Classrooms ,college campus and housekeeping.

4) Sports complex:

- Sports committee has the responsibility of the development and maintenance of sports facilities.
- Gym equipment are maintained and repaired as and when required.

All the available sports facilities are properly utilized for the promotion of sports in the institute.