

## **The Policies and the Procedures for maintaining and utilizing Physical, Academic and the support facilities (2018-19)**

The policy of the College is to fulfil and upgrade the infrastructural requirements as and when such need arises. Various committees of the College are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. These include timetable Committee, General Purchase/Procurement Committee, Library Committee, cultural committee, sports committee. The Principal of this College holds regular meetings with the HODs of the various Departments of this Institution to utilize the various grants received from the Government, UGC, IQAC and RUSA for the overall development of this Institution

### Procedure for maintenance of facilities:

The College ensures regular maintenance and upkeep of all infrastructural facilities. The maintenance work is carried out by trained in-house experts as well as outsourced to appropriate outside agencies. A full-time caretaker is appointed by the College to ensure the cleanliness, hygiene, sanitation, water supply, electricity, security and stationery condition and to update the Principal of the institution about the current/ daily state of affairs.

Furniture and equipment are purchased on regular basis as per the requirements. The College has its own fulltime plumber, electrician, sweepers and gardeners.

The College engages the technical professional to provide regular support services relating to computer hardware and software. They also ensure the allotment of Wi-Fi passwords to individual students and faculty members.

### Procedure for utilisation of facilities:

The decisions in respect to the proposals for initiating new programmes or activities in the College are taken in the staff council meetings. The decisions are then taken to the Governing Body for approval.

The timetable committees evaluate the possibilities of rational and optimal use of the time and space available. Rooms of different sizes are allotted in accordance with the size of the classes. They make recommendations periodically about the need for expanding the existing space, remodelling or re-using the existing space. Further, suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, co-curricular and extra-curricular activities.

Stock verification is done annually for all the Departments to verify the stock and updating the entries in the registers.