

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities:**

The necessity of policy is an outcome of continuous, constant and smooth functioning of the services and facilities of college. The policy ensures the effective utilizations and proper maintenance with a standard set of yardstick specifications of physical, academic and support service facilities to fulfill highest level of achievement by observing human values in action. The policy aims at:

- To fulfill maximum utilization of facilities and services for the advantage of stakeholders.
- To avail of incessant working of physical, academic and support service facilities.
- To avoid mis-utilization and inappropriate handling of resources and services.
- To undertake timely modification repairing and replacement of the resources and services.
- To fix standardized procedure for both maintenance and utilizations of resources.
- To avoid technical snags and accident for safety.

**Administrative office:** Administrative office is situated at the Ground Level which looks after and undertakes maintenance of the policy statement in consultation with the principal.

**Purchase committee:** The purchase committee comprises of senior faculty members who take annual review of the facilities and services. The committee scrutinizes all requisitions received from stakeholders such as teachers, students and administrative staff in meeting. Procedural formalities such as inviting tenders, quotations etc. are keenly observed. Decisions, priorities decided are referred to LMC/CDC meetings.

**Local Management Committee / College Development Committee:** LMC / CDC look after overall working of facilities and services. Recommendations, reports of purchase committee are considered during meeting. Minor expenses for maintenance or replacements or constructions are promptly sanctioned. Major expenses are forwarded to the parent institute for both approval and funding. There is technical staff appointed to support the smooth functioning of services and facilities. Also there is agreement with the outside agencies for regular maintenance and services

**Optimum Utilization Measure:**

- **Constant Vigilance:** Office staff and departments keep watch on facilities and services.
- **Guidance:** Stakeholders are provided guidance in regard to availing of facilities.
- **Display of Instructions:** Instructions are displayed for the proper use of facilities.
- **Fire Extinguishers:** Fire extinguishers are installed to ward off any undue incidents.
- **Regular Checkup:** External electricians conduct regular checkup to avoid mishap.
- **Observation Guidance:** Students are guided about the use of instruments and responsible staff members keep vigilance about the proper utilization.
- **Water Purifier:** To provide potable water to the students and working staff water purifier is installed.
- **Technical Staff:** Technical staff from outside agency maintains the ICT facilities. The college has signed agreement in this regard.