

Procedures and policies for maintaining and utilizing physical, academic and support facilities

Procedures and policies are followed for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. The institution mainly focuses on optimal utilization of physical, academic and support facilities and has established systems and procedures for maintaining them. It is being done by the following committees:

IQAC & NAAC Committee	Students Union committee
Academic Co Ordination Committee	Grievances Redressal Cell
Career Guidance and Counselling	Games and Sports Committee
Library Advisory Committee	Examination Committee
Fine Arts, Cultural and Literary Committee	Internal Complaints Committee for Harassment Against Women
Consumer Club	A.V. Education Committee
Calendar & Magazine Committee	S.S. League Committee
Students Aid and Poor Boys Fund Committee	Additional Spl. Fee Committee
Equal Opportunity Cell For Students With Special Needs	Youth Red Cross Society Committee
SC, ST, BC, Minority and EBC Scholarship Committee	Attendance Committee
Purchasing Committee	Anti Ragging Committee
RED Ribbon Club	ECO Club Committee
Alumni Committee	Time table Committee
Women Empowerment Cell	RUSA Committee
Special Fee Committee	Online Admission Committee

The above committees verify the equipment or facilities with stock register and suggest any kind of suggestions to improve the facilities and submit the report to the Principal for further review with the departments concerned.

1. **Laboratories:**All the staff of Science departments ensures the proper and optimum utilization of the equipment in the laboratories. Each lab has who maintains laboratories under the supervision of the in-charge of the departments. The request for the purchase of new equipment, if any, resolves by the department in their departmental meetings and then submits it to the Principal for further action. The Principal forwards the same to the purchase committee which takes care of transparency in the purchase of equipment and the entries regarding the purchases made into the stock register and will be checked annually by the Stock Verification Committee..
2. **IT Infrastructure:** The maintenance of IT infrastructure like updating the softwares, Anti-virus updations, networking and internet connectivity problems in the college is being done under the supervision of the Department of Computer Science/Science.
3. **Library:** The Library Advisory Committee resolves the requirement for purchase of new books, magazines and journals for the library and purchases through the Purchase Committee. Pest control of library books and records, book binding of old books is also being done periodically.
4. **Sports:**The Physical Director and members of Games and Sport Committee maintain sports equipment in the college.
5. **Furniture:** The minor repairs of the existing Class room desks, other furniture and purchases are done by the purchase committee in coordination with furniture committee under the supervision of the Principal.
6. **Other Infrastructure:** The maintenance of other infrastructural facilities like RO water plant, campus cleaning, washrooms, electrical and plumbing works is done by the supporting staff under the supervision of the Principal.