

## **Procedures For Maintaining And Utilizing Physical, Academic And Support Facilities**

**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computer, classrooms etc.**

The college has established system and procedure for maintaining and utilizing physical, academic and support facilities. Besides, the college makes the budgetary provision under different heads for maintenance and upkeep of the facilities available on the campus considering the anticipated expenditure. The College Development Committee, which meets four times in a year, ensures that enough funds are allocated and utilized for maintenance. Besides, the Building and Construction Committee, Finance Committee, Fund Utilization Committee, Purchase Committee also look after the maintenance and utilization of facilities. To maintain and upkeep this, the college has used the following measures.

- Keeping of Stock Register by Administrative Office and the Department of Science
- Annual stock verification by Audit Department of the Parent Institution
- Annual Maintenance Contract (AMC) for IT Infrastructure
- The college has its own workshop for the maintenance of furniture.
- The maintenance of the buildings is done through local civil engineer on contract basis.
- All the instruments/ equipment in the laboratories are well maintained following standard operation procedures.
- Regular maintenance of instruments is also done by the faculty of concerned department.
- Staff is appointed on contract basis for electrification, plumbing, to look after the botanical garden, etc.
- Fire extinguishing system is installed at administrative office, science laboratories, hostels and wherever necessary.
- The overall development of campus is done by the Campus Development Committee and Building Maintenance & Repair Committee of the college.