

Procedures and Policies for maintaining and utilizing Physical, Academic & Support Facilities

The parent institute supports the college by allocating funds for the development of physical, academic and support facilities. Various administrative committees are formed to execute the plan and utilization of fund in proper manner. The budgetary estimate and plan are called from the concerned committees and respective budgets are finalized in the meeting of the College Development Committee (CDC). Purchase committee monitors the whole purchase procedure while utilizing the funds.

- **Maintenance of Physical Infrastructure:**

Annual maintenance and repair of the infrastructure and support facilities are taken care by the CDC in a systematic manner. AMCs are executed to ensure the timely maintenance. Local technicians like carpenter, electrician and plumber etc. are hired for the maintenance purpose.

- a. College Building: A Building Maintenance Committee is formed to supervise the building maintenance.
- b. Gymnasium and Sports Ground: Separate Gymkhana, sports equipment, multi-gym, playground etc. is being maintained by the DEP and the hired experts.
- c. Library: Library is equipped with ICT equipment. It has its separate IT Section with internet facility, Smart TV, Photocopier, and Digital Attendance Scanner. Reading, reference, and periodical section is available that facilitated with variety of reading material in print and non-print form. Vacuum cleaner is used to keep the library clean. Sufficient funds are allocated for the library expenses. Library also generates the financial resources by providing reprography/ photocopy services. Self-generated bar-code enabled ID card is also a major financial resource from which library fulfils its routine expenses.
- d. Computer/ Internet Centre is maintained with the help of faculty coordinator and a hardware technician under AMC.
- e. Language Laboratory: The HoD of the English Department takes care of the LL. He coordinates the online e-learning facility and the language software. Computer Systems and Smart TV installed in the language laboratory that are maintained by a technical person on call basis.
- f. Garden Premises and Water Storage is maintained by particular committee with the help of a professional gardener. The peon staff cares to keep the environment clean and green and maintains the overhead water tanks periodically.
- g. Classroom: Classrooms with digital e-learning facility are maintained by the cleaning staff. They use vacuum cleaner for the cleaning purpose. Local carpenter and electricians carry out the maintenance, if needed.
- h. Washroom & Toilets gets periodically cleaned on contractual basis through local personnel.
- i. Drinking Water: We use RO water purifier for student safety. Expert technicians are called to maintain the RO System frequently.
- j. Electric Power Supply: The Wind-Solar Hybrid System is in place for uninterrupted power supply. Separate service contract has been given to the external agency. The college also gets technical support from the electric department of Jr. College, as and when required.
- k. Furniture and fixtures are maintained as a part of routine.
- l. Hardware, Application Software, Antivirus Software and all sort of Electronic Equipment are maintained through either AMCs or experts on a call basis.
- m. Fire Extinguishers, installed in different parts of the college are periodically maintained by the external service agencies.