

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

There are well laid down norms for maintaining and utilising physical, academic and support facilities.

1. Office staffs are engaged in monitoring the physical facilities like classrooms, auditorium, conference rooms, canteen, gym, toilets, drinking water, etc. and reporting it to the principal. The teachers are also given a free hand to suggest and report about infrastructure facilities, specifically with respect to the concerned departments and laboratories.
2. The hostel superintendent entrusts hostel staff for monitoring and maintenance of physical facilities of the hostel.
3. The librarian seeks recommendation from departments before purchasing books. In case of general books, the library committee decides. The library committee also decides on the infrastructural facilities.
4. Computers purchased must be branded and a committee recommends it.
5. Laboratory equipment and sophisticated instruments are acquired through tender process and a committee looks after it.
6. Constructions are carried out through construction committee/APWD
7. Maintenance of Computers and the sophisticated instruments are carried out through AMC
8. For ACs and drinking water facilities periodic maintenance are carried out.
9. Maintenance of the canteen is carried out through Canteen committee
10. For regular maintenance the college engages a contractor, an electrical firm and a plumber.
11. Students views on facilities are taken seriously.