

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The institution provides funds for maintaining and utilizing the campus infrastructure facilities. Institution also maintain a separate fund for students union to run their students support services.

The funds are utilized through the following sub-committees under the supervision of Principal likely to be approved by Governing Body.

- Purchasing committee
- Planning and construction committee
- Library committee
- Students feedback committee
- Routine committee.
- Prospectus committee
- Admission committee
- Examination committee
- Information and Career guidance Committee cell
- Extension committee
- College beautification committee.

To maintain and upgrade the infrastructure facilities, equipment, academics and support facilities following activities are under taken by college-

- There is an annual stock maintain register in the principal office room.
- One of the administrative staffs is always in charge of maintain stock register book.
- The beautification committee is assigned to look after the overall beautification work of the college campus.
- Grade IV employees are assigned with the duties of regular cleaning of water tanks, proper garbage disposal.
- Regular cleaning of Lavatories are done by the contractual cleaners.
- For the smooth running process of the college repairing work is done by service provider.
- The maintained of the reading room and stock verification of library books is done by library staff.
- Electricity- electrician

- Sports and culture are run by the concerned secretary of Union body with the help of in-charge teacher.