

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

- **Brief outline of procedures for maintaining the aforementioned infrastructural components:**

College follows a stepwise procedure for maintenance; the development committee of the College is entrusted to supervise the process of physical as well as the laboratory equipment maintenance. Firstly, the departmental Hod/Hod (i/c) informs the authority about the problem of the department regarding the physical infrastructure or laboratory equipment in written format. After receiving the problem details the authority consults with the development committee of the College and tries to fix an approximate expenditure for the total purpose. Purchase committee of the College play its role in the next phase. Purchase committee along with the development committee selects the works needed to be done in respect of urgency and available fund. The physical infrastructure of College is maintained by the local wing of the Public Works Department (PWD) of State government. The authority of the College asks the local PWD office about the fund required for the task mentioning the details about the task. An estimate to accomplish the task is submitted by the PWD and the College authority places the required fund in favour of them. Maintenance of laboratory equipments, computers etc. are facilitated by the local branch of State Primary Marketing Co-Operative Society for accountability & transparency. The details on replacement, renewal & renovation are categorically prepared and sent to them. Accordingly an agency is selected by them to satisfy the need of repair & maintenance of the mentioned equipments & others.

- **Brief outline of policies for utilising the aforementioned infrastructural components:**

The policies are guidelines for completing a work with least possible time & material costs. Transparency is a sine quo non for a policy framing. The expected outcome of a given policy is the attainment of maximum possible utilisation of a resource both in terms of time of serviceability & number of student beneficiaries encompassed

Policies with respect to different resources are framed by the College by keeping in mind its ideal objective. Policies are framed by different supervisory & monitoring committees working under the aegis of the Teachers' Council of the institution with the guidelines given by the principal time to time. The principal may constitute some special committees as & when necessary. The structure of a committee may differ depending on its nature and objective. The principal abides by office orders/ clarifications/ view of the DHE. The principal gives matching importance to other out-campus officially recognised agencies / institutions /organisations as per directives of the government in some areas of its functioning.