

Procedures and Policies

The following are the practices of the institution in formation of policies and implementation procedures regarding various aspects of Academic and Infrastructure maintenance and development:

Maintenance of Academic Facilities

- The academic needs essential for the smooth functioning of teaching learning process such as books, study materials and ICT equipments along with their respective budgets are forwarded by the concerned Heads of the Departments to the Academic Committee and IQAC.
- Academic Committee and IQAC forwards the requisition to the Principal who then both grants the permission and allocates the fund or the same is forwarded to the Governing Body or other relevant cells as per the relevance of the requirement.
- In conjunction with above mentioned practice each department is granted an annual fund for purchase of course related books for the departmental library for the benefit of the students.
- Whenever a national/international seminar or workshop is proposed by a department of the institution, the college provides funds in addition to that provided by the relevant agencies such as ICSSR, ICSR etc.
- The institution has a designated purchase committee which, based on the needs of the institution, purchases and maintains academic facilities such as purchase of departmental laptops, ICT material and the maintenance of the same.
- Tender notices are issued in case of bulk purchases and in case of smaller consignments the purchase are done at the discretion of the concerned coordinator/HoD/Principal.
- All the vouchers and related books of accounts are properly maintained and audited internally and externally from time to time.

Maintenance of Academic Facilities

- The day to day to maintenance of the physical facilities are taken care of by the full time and part time employees appointed for the same. The institution has appointed dedicated Electrician, Lab attendants, Plumber and cleaning staff for maintenance of classrooms, building, auditorium, indoor stadium, hostels, canteens, living quarters for the principal and wardens, office rooms etc.

Campus Cleaning

- The cleaning of the college campus is entrusted to the cleaning staff and maintenance of the gardens is entrusted with gardening staff.

- The green audit cell oversees the environmental consciousness of the institution with a special care towards upkeep of the planted saplings and trees.
- The Sanitization Maintenance Cell supervises the overall cleanliness and sanitization of the college campus.
- The College Beautification Committee undertakes measures for overall presentability of the college campus akin to the standards expected.
- Cleaning and green initiatives are taken by the NSS cell as well.

IT infrastructure and Computer Facilities

- The relevant purchases and maintenance of the computer laboratory is undertaken by the Purchase Committee.
- The MIS system, its maintenance and addition of additional modules are taken care of by the Principal with the approval of the Governing body.

Sports Facilities

- The college has an Indoor stadium with necessary equipments for the physical development of the students as well as football/cricket ground. Its upkeep and purchase of relevant material/equipments are entrusted with the Principal in consultation with sports instructor and approval of the Governing Body.

Laboratory Facilities

- The laboratory of the concerned departments are maintained by the staff appointed for the upkeep of the laboratory and Heads of those departments submit requisition for equipments/materials required to the Principal as and when need arises.
- The numbers of equipments and materials are properly recorded in the stock registers.

Library Facilities

- The library facilities are maintained by the Library Committee with regards to allocation of the funds for purchase of new books, journals, automation, digitization etc.
- Day to day maintenance of conventional registers and digital input of issue and returns of the books are done by the library staff.