

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing resources

For maintaining and utilizing physical, academic and support facilities including laboratory, library, classroom, sports complex etc, the college has a cohesive system at place. The college uses its existing workforce and integrates it with expert and experienced resources to develop and sustain its infrastructure and support facilities. To look after the matter, the college has formed a Construction and Purchase Committee constituted by faculty and staff members as well as experts from the Engineering and PWD department whenever need arises. Recommendations are sent to this committee for approval and after discussion and deliberation required processes are initiated. There is also a practice of conducting routine checks and scrutiny of existing infrastructure for safety and maintenance by a reputed authority (in the field of architecture and engineering) and the suggestions are then worked upon.

In case of library, as and when funds are available, there is a custom of asking every department to send a suggested list of books that are unavailable and needs to be updated which are then purchased on the receipt of said proposals from the departments under different grants. Moreover there is an Library advisory Committee to make plans and policies for the development of library facilities and services. Regarding computer and other IT related services, routine inspection and upgradation is done by a rereputed IT firm. In all the above matters standard process of placing and reviewing tenders are followed. The final approval is given by the Purchase and Construction Committee.