

4.4.2 – 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. Various committees have been constituted to monitor and supervise the requirements as well as the progress of the work. The college periodically analyses the necessity to improve the infrastructure and support facilities and uses its existing workforce 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. The College utilizes the RUSA grant for development of various infrastructural and physical facilities.

In case of library, there is a Library Advisory Committee to look after the matters of Library. For any need of infrastructural as well as for physical facilities decisions are taken in the Committee and then policies are framed to execute the policies. When funds are available there is a custom that it is routed through Library Advisory Committee. Regarding computer and other IT related services, routine inspection and up gradation is done by a reputed 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.