

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

**2019-2020**

The IQAC of the college through its core committee of Quality advisory council/College Constitutes annual staff committee for maintenance of infrastructure equipment some of which are:

- 1. College Maintenance Committee**
- 2. Purchase committee**
- 3. Library committee**
- 4. Computer/IT Committee**
- 5. Auction Committee**
- 6. College Properties/Dilapidation Committee**
- 7. PWD (BR) Committee**
- 8. Sports Boards/Sports Advisory Committee**

**College Maintenance Committee:** The Building Committee is constituted by the college council and approved by the IQAC of the college. It plans and executes the necessary paperwork and supervises the work involved in upgradation and maintenance of the infrastructure in the college as per the needs of the departments/college. It also looks after the required civil works in the college such as whitewashing, constructing / renovating buildings and other repair works in collaboration with the PWD (BR) committee.

**Purchase Committee:** The purchase of all the general items of the college is made by the purchase committee as per the requirements. Also, the equipment, instruments and items for use in the laboratories are purchased after prior approval and scrutiny to ensure optimal utilization of funds allocated to the respective departments each academic year. The Purchase Committee along with bursar approves its expenditure based on quotes and technical quotations. This committee also takes help of the GEM portal committee to make purchases through the GEM portal of the Government of India.

**Library Advisory Committee:** College Library Advisory Committee is responsible for qualitative improvement in the working of the library including its recent IT based upgradation, along with the routine purchase, issue and up-gradation of books.

**Computer/IT Committee:** There is a coordinator for the computer resource center who monitors use and maintenance of three computer labs in college. There is a website coordinator to manage and look into information sharing and uploading on college website.

**Auction Committee and College Properties/Dilapidation Committee:** This committee is responsible for inspection and repair of repairable items and auction of any irreparable and unserviceable permanent items in the college that have become dysfunctional due to vagaries of the time.

**Sports Board/Sports Advisory Committee:** All the sports activities of the college including annual athletics meet and annually organized sports events like volleyball competitions etc are guided by the Sports Board/Sports Advisory Committee which helps the teachers of the Physical education department to ably complete the sports calendar of the college.