

Procedures and policies for maintaining & utilising physical, academic & supporting facilities

Staff committees are constituted for maintenance of equipment, infrastructure and other facilities. The staff committee is approved by the governing body of the college. The following are the functions of the various staff committees:

1. The committee makes arrangements for new academic infrastructure in the college according to the needs of the departments / college. It carries out the required repair and maintenance work.
2. Equipment, instrument and miscellaneous laboratory materials are purchased after prior approval and scrutiny to ensure optimal utilization of funds allocated every academic year. The committee approves the expenditure based on given technical quotations.
3. The college has appointed a gardener to maintain the college garden. The committee overlooking this activity consists of staff members. Planting of seasonal vegetables is carried out in the college garden regularly. Pruning of trees are carried out only after prior permission and under authorized supervision.
4. The purchase, issue and upgradation of the library facility is undertaken by the college committee which consists of staff members and other representatives.
5. A coordinator is appointed who monitors the use and maintenance of the computer lab in the college. The web-site coordinator manages and takes care of the information sharing and uploading on the college web-site.