

# Procedures and policies for maintenance

**Procedures and policies for maintenance and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

- The institution lays emphasis on the decentralization of administrative policies, thus ensuring greater transparency & optimum utilization of available resources.
- At the beginning of the session, every year the administration constitutes various committees for the smooth functioning of the activities of the entire college such as parisar vikas, furniture, laboratories, library, sports, finance etc. The convener of each committee holds meetings with its members when required and prepares strategy for the upgradation of the section under its supervision.
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- Being a govt. institution the maintenance of infrastructure in relation to new construction repairs, white wash etc. is carried out in co-ordination with the PWD. Electrical fittings and repairs are done by the electrical wing of the PWD. The committee in-charge looks after the requirements of the same.

- Other facilities within the campus like canteen, stationary shop, juice corner, crèche, public telephone booth are looked after by the 'Parisar Vikas Samiti'.
- The entire maintenance of the library rests with the librarian and her staff. Annual verification of books is carried out and dilapidated books are sent for binding. SOUL software and library is maintained by its developer INFLIBNET.
- There is a building committee to look after the maintenance, repair and construction work related to the building. All work is done through web tender E-tender system as per standard norms.
- Maintenance of toilets and service areas are outsourced through various external agencies.
- Maintenance and upgradation of computers is looked after by computer maintenance committee. Annual Maintenance Contracts (AMC) for laboratory instruments, machines and computers used in different departments as well as those used as a central facility like the LAN, Intercom etc. are renewed regularly to ensure their good service.
- There is a committee to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. It brings to the notice of the authority the needs of repair work and certifies after the work has been completed.
- Academic standards are maintained by holding training programmes, workshops and seminars. Syllabi are updated from time to time by the heads and staff of respective subjects through meeting with BOS.

- The principal constantly monitors the academic standards and take necessary actions when required. The IQAC also shoulders the responsibility of academic reforms.
- The college has sports facilities for indoor as well as outdoor games. There is also a gymnasium. The sports officer of the college maintains its stock as per requirements.
- The college has a well-established power and water supply. There is a generator for power backup. The registrar of the college shoulders the responsibility of its maintenance.
- The college website is updated at regular intervals. It begins with the uploading of the college time table, results and new committees of staff, followed by the departmental and college activities like club activities, competitions, workshops, youth festival, sports, gathering etc.
- The Janbhagidari committee of the college plays an active role in the recommendation of new proposals brought before it in the meetings held periodically.