

INFRASTRUCTURE MAINTENANCE

Procedure and Policies for maintaining Physical and Academic Support facility

Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of the College are done by the college management. The college has designated a senior staff as Estate Officer who highlights needs of maintenance of infrastructures of the College. The college receives grant from the Higher Education Department of the state government & UGC. The proposal for allocation of fund for maintenance of infrastructure is raised by the College Development Committee/Building Committee in consultation with the estate officer of the college. On the basis of this proposal the college demands fund from UGC and the state government. College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipments. The Building Committee and Purchase Committee of the College review the proposal, the quotations are invited and the work/supply order is given to the vendor with the lowest quote (as per General Financial Rules of the Government). The records of the goods/equipments/services are maintained in the stock register/maintenance register. At the end of the financial year, the College carries out an Internal Financial Audit. The various functions of the College are carried out by the committees constituted by the college management. The garden is maintained by the college staff and some casual workers. The library is maintained by the staff of library under supervision of library In charge. The security of the College is maintained by the security guards. A number of CCTV cameras have been installed to monitor the infrastructure. Physical verification of the laboratory equipment is done to ensure the maintenance of laboratories. The Computer, Generator, Water Tanks, Motors, Fire extinguishers and Water harvesting systems are maintained by technicians on hire basis. Fitness center and Archery Training Area are maintained by the designated staff/coach. Play area has Cricket Pitch, Football ground and volley ball court. Staff cabins, Visitor's area, Record rooms, Canteen, Girl's common room are maintained by the estate officer of the college. Girl's hostel is under construction. Laboratories are maintained by lab assistants and attendants. Maintenance of equipments is done by the technician on hire basis. Maintenance of computers and ICT facility is done by technicians on the recommendation of ICT in-charge.