

## **Procedures & Policies For Maintaining And Utilizing Physical, Academic And Support Facilities**

The college came into existence in the year 1967. Since then the College has been striving hard to scale new heights in terms of academic and infrastructural growth. In the course of time, additional infrastructure is being added as per the requirements.

For effective teaching and learning, the policy for creation and enhancement of infrastructure is framed in accordance with the growing need of the college. The proposals from all the departments are invited for creation, innovation and enhancement of infrastructure. Further the same is discussed in the meeting of council of heads and college council. Its conclusions are placed before CDC for approval and then college building committee finalizes the proposal on priority basis. The management liberally provides funds for the execution of infrastructural enhancement.

A provision is made in financial budget for the maintenance and minor repairs of furniture and equipments. The management approves and allocates the funds. Day to day cleaning is carried out by outsourcing.

The Electronic equipments/instruments are maintained and repaired through the college funds.

The college has an AMC for maintenance of computers, networking facilities, ACs, water purifier, generator and lift. The maintenance and improvement of the campus is undertaken with the help of the local administration and Municipal Corporation.

The principal circulates a notice in view of the requisitions of books to the head of all the departments. The HOD and faculty member recommend the titles of books/journals to be purchased. After approval

from Principal, Librarian initiates the process to purchase recommended books. The books are selected from Publishers Catalogues, Internet, Bookshops and exhibition.

All the Departments are equipped with computer, Lap-Top, Printer, Scanner, OHP/LCD projector and internet facility for effective teaching/learning.

- Faculty members prepare teaching/learning materials (power point presentation) using ICT.
- ICT facility is available in library with e-resources.
- The faculty members use NPTEL (National programme on Technology Enhanced Learning) / CEC (Consortium for Educational Communication) E learning programme. A provision is made in financial budget for the maintenance and minor repairs of furniture and equipments. The management approves and allocates the funds.
- Day to day cleaning is carried out by outsourcing.
- The Electronic equipments/instruments are maintained and repaired through the college funds.
- The college has an AMC for maintenance of computers, networking facilities, ACs, water purifier, generator and lift.
- The maintenance and improvement of the campus is undertaken with the help of the local administration and Municipal Corporation.