

Procedures and policies

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

A. Annual contracts has been signed with the following parties in order to maintain the physical infrastructure

1. Annual Maintenance Contract with the Generator vendor and Ac Vendor
2. Duty allotted to the menial staff for maintaining physical infrastructure

B. Procedure of purchasing books by the Library departement

- Requirement related to books,, journals and other library material is taken from all the heads of the department and faculty members of the college.
- Requirements are reviewed for their possible purchase depending on funds availability , and book available in the library etc.
- Finalized requirements are sent to central store for further process like calling of quotation, comparative statements. Once the discount and rate are finalized , the orders are placed to the respective vendor by central store.
- After receiving books to central store they transfer these books to library department.
- In the Library these books are recorded in accession register and bill register.
- Proper documents likes files, registers have been maintained for faculty as well as students who avail the library facilities.
- Also biometric is maintained for faculty and for P.G. students in the Library

C. Procedure of Purchasing chemicals and laboratory goods:

- At the end of the academic year, H.O.D. of each department place the demand listof the lab. goods and chemicals as per their requirement to the Central Store of the institute through office sales register.
- The Central Store call for the quotation from different vendors
- After comparing quotation, the central store of the institute place the order.
- Once the order material received it has been distributed to the respective departments as per their requirements.

D. Sports Materials /Equipments

- As per the need of the department, requirement of equipment is placed to the purchase committee. This requirement is placed in writing with the signature of Honourable. Principal and then the said committee calls for quotations from various vendors. As per the quotations, a rate contract is finalised with the vendor providing high quality equipment in lowest rates and the equipment is purchased as per demand of the college.
- For students, there is a register maintained to borrow the sports equipment. Students borrow the equipment needed for practice from gymkhana. As per the availability, the equipment is provided for practice to the students and their names are noted in the said register.

E. Seminar Hall with ICT facilities:

There is standard procedure to avail the ICT facilities of seminar Hall for the programme.

- The faculty who will be coordinating the programme has make an application to grant the permission for the same in the proforma available .
- Ater seeking the permission from the Principalthe coordinator has to submit the same application to the Office Superintendent.
- The Office Superintendent note the date , time and the seminar hall number assigned for the schedule programme in the register and allot one menial staff who will look after all the facilities and arrangements of the programme.

After completion of the said programme, the coordinating faculty has to mention all the details of the programme in the register maintained by the office. The details of the programme include Name of the programme, Date and time of the programme conducted, Objectives of the Programme, Number of Students Participated, Name of the Chief Guest and Resource Person, Outcome of the programme etc.

