

POLICY FOR MAINTENANCE AND UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT SERVICE FACILITIES

INTRODUCTION-

The college is committed to provide the academic ambience, accordingly services and facilities are developed to the benefit of the stakeholder. These physical, academic and support services and facilities cover almost every aspect of the college functioning such as teaching learning, building and classrooms, library, laboratories etc. The need of policymaking arises from the expectation of constant, uninterrupted and smooth functioning of these services and facilities.

STATEMENT-

The policy assures the optimum utilization and proper maintenance with a standard required specifications of physical, academic and support service facilities of the college to accomplish the high degree of excellence imbining human values in all endeavors.

AIM OF THE POLICY-

1. To achieve optimum utilization of facilities and services for the benefit of stake holders
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services.
5. To set standardized maintenance and utilization procedure for resources.
6. To reduce probabilities of accidents at workplace for ensuring safety.

MECHANISM FOR IMPLEMENTATION OF THE POLICY

The following mechanism is developed to look after the maintenance, up-gradation, replenishment, repairing and replacement of facilities and services. The mechanism assures the involvement of all the stakeholders.

Administrative Office: The administrative office is a ground level step to fulfill the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office, in consultation with the principal. The office looks after this all routine maintenance.

Purchase Committee: The purchase committee headed by a senior faculty takes annual review of the facilities and services. The report is put forth in the meeting of purchase committee chaired by the principal. The co-coordinator of IQAC is an invitee to these meetings. In these meetings, priorities are fixed and important decisions are considered for IQAC and LMC/CDC meetings. After receiving permissions in IQAC and LMC/CDC committees, the purchase or maintenance expenses are utilized as per the pre-determined procedures.

Local Management Committee/ College Development Committee: LMC/CDC monitors overall functioning of facilities and services. The reports and reviews received from the purchase committee are considered during these meetings. The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned. The major requirements of large expenses are sent to the parent institute for approval and funding.

GENERAL MEASURES FOR OPTIMUM UTILIZATION-

1. Departments and office staff takes care of facilities provided to them.
2. Instructions are displayed for the proper use of infrastructure facilities.
3. The college has contact with local service provider to look after technical issues of ICT.
4. The support staff having technical and mechanical skills to look after day to day maintenance of infrastructure.
5. Students carefully use major instruments under the supervision of the teaching or non-teaching faculty.
6. For library books and office, document preservation periodic paste control is carried out.
7. Electric fittings and wiring are periodically monitored by external experts for replacements and
8. For maintaining aesthetic value of campus proper landscaping of available free land is carried out by extensive potting practice.
9. For drinking water supply, the college has installed water purifier and coolers which are maintained by the support staff.