

## **Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities**

The need of policymaking arises from constant, uninterrupted and smooth functioning of these services and facilities. So a policy document is prepared. The policy document assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college. Following aims are achieved through the policy document.

1. To achieve optimum utilization of facilities and services for the benefit of stakeholders.
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 procedures for resources.
6. To reduce probabilities of accidents at workplace for ensuring safety.

Day to day maintenance and care is taken by the administrative office, in consultation with the principal. Purchase committee along with College Development Committee monitors overall functioning of facilities and services. The reports and reviews received from the purchase committee are considered during these meetings. The requirements of large expenses are sent to the parent institute for approval and funding.

### General measures for optimum utilization

1. Departments and office staff take care of facilities provided to them.
2. Instructions are displayed for the proper use infrastructure facilities.
3. The technical staff looks after ICT facilities.
4. The support staff having technical and mechanical skills looks after the day to day maintenance of infrastructure.
5. Students carefully use main instruments and hazardous chemicals under the supervision of the teaching or non-teaching faculty.
6. Fire extinguishers are placed in appropriate places, and they are refilled periodically. For library books and office, document preservation periodic pest control is carried out.
7. An external electrician takes care of electric fittings and wiring periodically.
8. For drinking water supply the college has installed water purifiers cum coolers which are maintained by the support staff.

The departments of Chemistry, Botany, Zoology, and Physics have a separate practical laboratory. These laboratories are provided efficient infrastructure, required equipment's and trained staff. The College provides separate section for library in the college building. It is with nearly 12,000+ books collection, 38 national and regional journals and magazine. The library subscribes INFLIBNETs N.LIST program. A separate Indoor stadium exists in the college campus with 1000 sq. m. area. College has a separate computer lab with internet facility for students and teachers. The departments in the college have been provided computer facilities for student and staff. The college building consists of 15 class rooms, 06 laboratories, 01 Research Laboratory, 01 dark room, 01 computer lab and 01 Auditorium hall. All classrooms have Wi-Fi facility. Infrastructure augmentation is carried out through financial assistance from UGC and the parent institute. Principal along with C.D.C. members prepare the budget every year & get it sanctioned by the parent institution.