

Established Systems and procedures

There are well developed procedures for this where all stakeholders are involved. The procedures involve labelling all college files, stock register maintenance, signing of annual maintenance contracts and delegating responsibilities for actual maintenance/utilization of college facilities. Students are given proper instructions for usage of the equipment, books etc. All the purchases and repair & maintenance expenditure have been made as per GFR 2017 and its amendments. Central purchase and stock verification committee ensures that purchases follow the right procedures and that stock verification takes place periodically. Library maintenance is carried out by librarian and her team who ensures good condition of books, regular book binding, and removal of old books; laboratories are regularly maintained by the Laboratory attendant and lab assistants; computers, UPS, Softwares and LCDs are maintained by technicians, Lab Assistants, and TICs; safai karamcharis and Lab attendants clean rooms/labs; Director of Physical Education, Sports committee and support staff look after the sports facilities while gardeners are assigned for the upkeep of the gardens. The college has a building subcommittee constituted by the Governing Body of college which recommends repairs and expansion of college infrastructure.