



Systems and procedures for maintaining and utilizing physical, academic and support facilities

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

System and procedures for maintenance -

Computer Laboratory-

- IT infrastructure is under AMC.
- Regular monitoring of IT infrastructure.
- Appropriate warranty from the manufacturer is ensured at the time of purchase.
- Non working computers and other accessories are repaired under warranty period, thereafter these are repaired under AMC.
- Inverters and UPS are maintained under AMC.
- The estimates of expenditure are prepared for the required items to be purchased. Such estimates are presented before concerned committee and approvals are obtained.

LIBRARY:

Books are purchased as per the following procedure:

- a. Library Budget is allocated to all departments
 - b. Requirement list is called from the departments
 1. Accordingly, purchase orders are generated and sent to vendors
 2. Books are procured and accession is carried out at Library
 3. Bills are forwarded to Accounts Department
- Regular inspection and maintenance of book shelves / cupboards is undertaken.
 - The pest control activity is undertaken periodically.
 - Categorization of books according to their usage.
 - IT infrastructure in the library is maintained under AMC
 - Book binding is carried out through an outsourced vendor
 - All the expenditures are incurred after appropriate sanction from Concerned Committee
 - Writing off old and damaged books is done at regular intervals.



GYMKHANA:

- The Gymkhana Committee is constituted providing representation to teaching, non teaching staff and also students.
- College Gymkhana is regularly maintained under the guidance of Gymkhana In-charge of the College.
- Faulty instruments with minor defects are repaired by the Gymkhana staff but major repair and servicing at regular intervals is carried out by technical experts from outside.
- The expenditure on maintenance and replacement or addition of new instruments is done after listing of items and getting sanction of concerned Committee.
- Some items are purchased from the manufacturers/ dealers.
- Annual stock checking is done and orders are placed whenever necessary.
- Electrical fittings are repaired through approved agency by the management.

OTHERS –

- CCTV cameras, customized computer software, computer hardware, photocopying machine, Inverter batteries are maintained under AMC.
- The furniture, computers, library resources are insured by The New India Assurance Company Ltd.

The cash in transit and cash in custody is insured by the New India Assurance Company Ltd.

Principal
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