

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The HEI looks after the maintaining and utilizing of its physical, academic and support facilities through the College Staff Council, Development Committee, Purchase Committee and the RUSA Committee of the College. The College Staff Council is the chief policy-making body of the College. All decisions of the HEI are taken based on the meetings and proceedings of the College Staff Council. The College Staff Council looks after the Academic, Administrative and Infrastructural requirements of the College and forms policies accordingly. It is responsible for maintaining the list of requirements of all Departments of the College like computers, laboratory apparatuses, sports kits, and so on. The College Staff Council conducts meetings on various agendas regarding maintenance and utilization of facilities and infrastructures. Policies are approved in these meetings to be executed for the betterment of the HEI.

The Development Committee acts on the suggestions and policies made by the College Staff Council and looks after the repair and maintenance of various infrastructure of the College such as boundary walls, laboratories, books purchase, internet and Wifi and so on. Maintenance of the College ground, construction of the college, boundary wall, repair of lights and fans, renovation of Boys' Hostel, repainting of the College buildings, fixing of doors and windows of the offices and classrooms of the college are some of the works that are looked after by the Development Committee of the College. It is on the approval of the Development Committee of the College that the Purchase Committee acts on purchase and expenditure for maintenance of physical, academic and support facilities of the HEI.

The Purchase Committee of the College acts on the suggestions of the Development Committee. The Committee decides on the items to be purchased and expenditures to be made. The Committee makes decisions on what items to purchase and makes sure that the items to be purchased meet relevant quality standards. The Purchase Committee, after its meetings, forwards the resolutions to the Principal so that the Principal can make decisions on the advice of the Committee.