

4.4.2– Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institute has a well structured system whereby physical, academic and support facilities are systematically monitor and maintained. Various committees give recommendations regarding purchase ,repair and upkeep of infrastructure.

Procedure for utilization

Requirements submitted by different committees taken into consideration for procurement of the new and maintenance of existing infrastructure.

Laboratory:

Practical subjects have their own laboratories and the equipments. Their requirements are discussed in departmental meetings. Laboratory assistants are attached for duty in each laboratory. The science laboratories are utilized for practical papers. Each department is responsible for submission of requirements of their laboratories. Laboratories are upgraded and maintained by utilizing funds available in the departments. SLA and JLA prepare record of stock, consumption of right off the recurring and non recurring material under the supervision of concerned HOD's. Annual stock verification is done by the concerned committee which is formed by the principal.

Infrastructure:

For the construction, maintenance and repairing of physical infrastructure whenever a grant is received the funds are transferred to PWD and infrastructure is developed and maintained accordingly. Routine repair work is done by utilizing funds in the college.

Library:

The library and its all infrastructure is maintained by library staff. It's working is closely monitored by the library committee. Requirements for enhancement of library books are submitted to library committee by each department. In the library books are arranged in user friendly manner so as to help the user to locate the books easily.

Sports complex:

Head of physical education department looks after the sports facilities. The requirements of equipments for playground, gymnasium and sports are upgraded every year by utilizing sports funds.

Classrooms:

The cleanliness of classrooms is maintained by the committee who has assigned the work also the college administration carry out regular inspection. The safety of the furniture and all other things are in the hands of college chowkidar with head of incharge of this section. Classrooms are assigned in the time table according to class strength by the time table in charge. Special attention is given on allotment of ICT enabled classrooms.

Computers:

The computers are looked after by the system analyst and is maintained by faculty members who has been allotted the computer and also the members of computer science department. The purchase of hardware and upgradation of software is done according to need. The college administration with the help of computer science faculty make plans and decide according to need.



Principal

S.U.S. Govt. College Sunam