

4.4.2 Procedures and policies for maintaining and utilizing the infrastructure

Utilization of Infrastructure: The College Timetable Management Committee prepares the timetable for the entire college including allotment of classrooms. Subsequently, the concerned department prepares the timetable to conduct practical in the Laboratories. Other facilities have to be booked by the concerned faculty/student.

Maintenance of the Infrastructure: Maintenance of Entire Campus Infrastructure is carried out by Estate Department of the College under the guidance of the Finance Committee and Tender/Purchase committee.

a) Minor Maintenance process such as electrical/electronic items, gas-pipelines for Labs, Civil work etc, are done by getting quotations from different parties, scrutinised by Tender/Purchase committee.

b) Major maintenance undergoes the following procedure:

- The items/work to be purchased/carried-out is advertised for tenders in the local Newspapers and/or in the college website.
- All the vendors are invited on the day of opening the tenders by the tender committee and are allowed to go through the tenders received.
- From the comparative statements prepared, the purchase committee decides with justification, the vendor to be given purchase/work order.

As per the progress of utilization of the funds and the strategies adopted, the finance committee mobilize and optimize the resources utilized.
