

Criterion IV – Infrastructure and Learning Resources

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

Policies for utilizing Physical Facilities:

Adequate infrastructure is one of the key requirements for any institution to provide quality education. The college management is very supportive in developing and augmenting infrastructure as and when required.

Classrooms and Laboratories: The College has adequate number of spacious and well ventilated classrooms equipped with ICT facilities. 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 practicals in the Laboratories, which are used for research purposes too.

Auditoriums: There are two auditoriums with capacity of 150 and 90 participants, one Audio Visual Room and a model Classroom (Flipped Learning Classroom). All these facilities have to be booked online through the college website.

Policies for the Maintenance of the Infrastructure:

The college aims at maintaining the campus infrastructure in a proactive manner. Major works are always budgeted and approved by the management whereas minor maintenance is carried out by college with help of its designated estate office of the college. The college has set up committees like tender committee and purchase committee to follow the procedures and guidelines as per the pattern of assistance given by various agencies (government and non-government). The college has a designated maintenance office (Estate Department) to oversee maintenance and civil works.

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

a) Minor Maintenance process such as electrical, ACs, LCD Projectors, gas pipe lines for Labs, Carpentry, Plumbing, Repairing civil work is done by getting quotations from different parties, scrutinised by Tender/Purchase committee.

b) Major Maintenance process such as civil, plumbing, carpentry, electrical work is done by budgeting, taking financial approval from Finance Committee and executing by the Estate Department. A consultant is also appointed for monitoring the undergoing projects.

c) The Laboratory equipments are maintained by the concerned department by budgeting and getting approval from the principal every year.

Under Autonomy, as per the UGC guidelines, the college constituted a Finance Committee. The Committee is responsible for allocating the budget prepared by various departments as per the strategies adopted.

The Principal requests all Heads of Departments to prepare the Departmental Annual Budget proposal for each Academic Year. At the end of every Academic Year, during the annual departmental meeting with Principal, the Head of the Department presents a statement of expenditure of the current Academic Year. The budget proposal for the next Academic Year is also presented. After healthy discussion and justified changes, Principal accepts the proposal to be submitted to the Finance Committee of the College. Monthly budget review meetings are conducted to monitor the utilisation of the allotted funds.

Finance Committee prepares the General Expenditure Budget for the Development and Maintenance of the Infrastructure of the College.

With respect to Management budget and expenses, Principal proposes the college budget with the Management Committee for approval. Once approved he reports every month the Actual and Budgeted expenses to the Management Committee. The Expenditure statements are audited every month.

Major heads of the budget undergoes the following procedure:

- The items/work to be purchased / carried-out is advertised for inviting tenders in the local Newspapers and/or in the college website.
- After receiving tenders till the date announced all the vendors are invited on the day of opening the tenders. The tender committee opens the tenders in front of the vendors. The vendors are allowed to go through all the tenders received.
- From the comparative statements prepared, the purchase committee decides with justification, the vendor to be given purchase/work order.
- The members of the Finance Committee monitor the monthly utilization of the budget allotted under various heads.
- As per the progress of utilization of the funds and the strategies adopted, the finance committee mobilize and optimize the resources utilized.
