

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Team / Persons are assigned:

Laboratories: Each HOD and the Lab assistances

Library : 2 Librarians and HODs.

Sports : "Sports Club" - A team of 7 including Physical Director.

Computers : Department of Computer Science and the
Computer Technician in the College one
Security person.

Class Rooms : The cleaners, tutors

Campus Beautician: "Eco Club" - A team of 9 members.

Auditorium and Conference Hall

The Vice Principal and the technician of the College.

Drinking water facility: The Vice - Principal and student council.

Canteen : Canteen in-charge.

Toilets : Cleaners and Vice Principal.

2. Modus Operandi:

a. On daily basis: A register is kept at the office for registering any immediate need and call for action. This register is entrusted to the Office Superintendent.

b. Purchase needs: Each team / person writes the requirements and is routed through the Principal to the Correspondent. The Correspondent directs and takes action.

c. For Development and growth:

i) Each team / person plans proposes with estimate which is routed the Principal to the Correspondent.

ii) The Correspondent consults a team of Administrative Board Office Bearers.

iii) The proposals are tabled at the meeting of the board of administration which meets on the third Sunday of every month.