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

The Primary responsibility of the college for developing the college infrastructure lies within the governing body of the college under the direction of college administration allocates funds generated from student’s fees and other agencies by which the necessary developmental works are done. In terms of the college Library books are arranged in simple, but systematic manners to help the user to locate the books easily. Information regarding the arrival of new resources are circulated to the entire department and also pointed on the notice board as part of the current awareness service, Library card are used to the students periodic up gradation of books and Journals are done according to the needs of the students and faculties of various departments. Established transparent and robust procedures for the utilization and maintenance of all physical, academic and supports facilities and is well communicated among all the concerned stockholders. The detailed procedure and related policies are as follows.

**A.** Policy statement in our college has procedures and resources that are utilized for the benefit of faculty, students and staff. The policy at the institution calls for efficient and maximum utilization of all its resources. Resource in-charges are responsible to ensure that

1. Resources are ready and made available whenever required.
2. Resources are replanted calibrates, maintained and upgraded at optimal levels.
3. Resources utilization is tracked and records maintained.
4. Notify the Principal or HOD in case a resource is underutilized or not utilized.

Below is a non-comprehensive list of all the major resources of the institute.

**B.** Utilization of resources

1. Availability of resources is verified with concerned in-charges.
2. Permission for the utilization is taken from the respective authorities.
3. It is communicated in written to the in-charge so as to make the resources available.
4. It become duty of the person who has generated the the query to take care of the belongs.

**C.** Procedure for repairs and maintenance of resources

1. Every in-charge regularly checks the resources available in their custody and verifies its working condition.
2. According report of non working material is communicates to the HOD.
3. HOD compiles all the complaints and segregates them in urgent and annual maintenance categories.
4. The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Principal.
5. The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of equipment.
6. Also depending upon the cost of equipment and its maintenance requirement the quotation are invited and the detailed procedure is followed through purchase committee if this cost exceeds more than Rs. 10000/-.
7. After the maintenance of particular resources. It is informed and satisfactory remark is taken from the concerned in-charge the bill is approved for payment and accordingly payment.