

## **Procedures and Policies for Maintaining and Utilizing**

*Physical, Academic and Support Facilities - Laboratories, Library, Sports Fields, Computers, Classrooms etc.*

For the smooth working of the institution, the Principal frames various administrative committees. These committees look after day to day work. Maintenance, infrastructure, and purchase committees are among them.

On completion of the academic session, these committees obtain the requirements of laboratories, library. Information regarding repairing work in different departments to be completed by plumber, electrician etc from all departments is taken by the committee.

Maintenance committee members visit all classrooms, library, laboratories etc. to finalize if any repairing work is needed.

The committee reports to the Principal regarding the requirements who gets financial approval from the office of secretary of the management committee.

Regarding requirement of infrastructure for the coming session, the infrastructure committee obtains the requirement of classrooms from time table committee, paly field facilities from the sports committee etc and informs the Principal regarding the same. The Principal puts up the requirement before the management committee. During vacation period these facilities are provided for.

For maintaining the equipment the dealer from whom it has been purchased is contacted. The institution preferably gets the equipment repaired by the company or its supplier in the city.

For maintaining computers local computer distributers are contacted by the maintenance committee.