

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):

No hard and fast rules are followed for maintaining and utilizing the physical, academic and support facilities in laboratory, library, sports complex, computers, classrooms etc. For any type of repair and maintenance either in laboratory or library etc. concerned department draws attention of the head of the institution for doing the job in due time. The head of the institution seeks permission from the finance – sub committee for allocation of necessary fund to incur expenditure under different heads. If the amount of expenditure becomes heavy, tender and purchase sub committee is entrusted to complete the job by maintaining the procedure like collection of quotation through tender–call , preparing of comparative statements and taking resolution in the meeting of tender and purchase–sub committee and finally work order is issued to the lowest bidder In general. Where a small amount is required for maintenance purpose or wherever Immediate urgency is appeared local person or technicians are called for immediate solution so that the departmental work is not being hampered. In some case, agreements for annual maintenance are done with the service provider generally, for equipment purchased on different purposes. In case of maintenance of garden and ground one part time employee is engaged to perform the job. Damaged but important books of the library are bound on regular basis by calling the binder in person but the rate of binding per copy of book is decided through quotation provided by the tender.