

AQAR

Procedures and Policies for maintaining and utilizing physical, Academic and Support facilities

The college has well defined and decentralized mechanism of maintenance of physical, academic and support facilities through constituting different committees.

College Development Committee

College Development Committee comprises of Principal(chairperson), MP and MLA, Chairperson of Municipal Council, Assistant Director, College Education, Vice Principal /Senior faculty member(Secretary), Two eminent academicians, Two parents, One Nominee (member nominated by Principal) from existing faculties. CDC conducts a minimum of three meetings in the academic session to discuss, prioritize and solve the problems laid down by different departments. It generates and manages extra funds from Government and Non-government agencies in favour of college for infrastructure and academic maintenance.

Purchase Committee

For maintaining the transparency in the procurement process, a purchase committee comprising of Principal, two/three senior faculty members, store in charge and accounts personnel exists. Demands for all infrastructure requirements with the approximate budget are laid by the departmental heads or committee in-charges. Every purchase strictly follows GF&AR rules.

Building Committee and Maintenance committee

Building Committee makes necessary arrangements for adding new academic infrastructure and care of the maintenance of the building in the college as per the need of the institute. This committee liaison with the PWD or other agencies as notified by the state government for civil work. Committee verifies the civil work carried out by contractors. Maintenance committee takes care of any ad-hoc maintenance on the part of electricity, plumbing, instruments; office makes the arrangements according to the demands raised by the departments and as per the direction of the maintenance committee.

Environment Committee

Environment Committee, a group of dedicated teachers, build and maintain the garden programme. The committee develops a yearly plan and outlines its expectations for the college. Committee also helps in preparing the green audit report. Committee also conducts different competitions throughout the year to motivate students for environment protection.

Committee also organizes the campaign for plantations in college campus as well as in the city.

Library Committee

Since last few years library is not supported by librarian considering this library committee strategically sketch/draft the smooth functioning of the library for maximum utilization of the library. Departmental In-charge with a consultation with the faculties provides a list of books to library committee for purchase.

IT Committee/ cell

IT committee looks after the maintenance of the IT infrastructure and the usage policies.

Website coordinator ensures the updating of the college web portal.

Cleanliness Committee

Cleanliness Committee takes care of the cleaning of campus area as well as classrooms and labs, conducts programmes with the collaboration of government and non-government organizations. The committee supervises the rainwater harvesting and overall water conservation management.

Sports Committee

The committee consists of the Director physical education (presently post vacant), faculty members and Store in-charge. Sports Committee supervise the management and execution of sports and the Physical Education-related activities, including the procurement and maintenance of all types of sports inventory.

Different committees are well in place to conduct and coordinate all academic as well as extra- curricular activities.