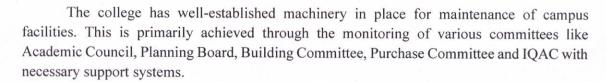
Procedures and policies for maintaining and utilization.



For the purchase institute has a committee. The committee have the following procedure for purchasing any of the following.

- Committee call for the tender for the items which is going to purchase.
- When tender arrive all the committee member sign on it and open it.
- Then compare all the tender according to their prize and mac.
- The committee decided to give order to lowest prize company.

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PHYSICAL FACILITIES

- The maintenance of various buildings are achieved through periodic monitoring by the building committee and devising suitable proposal.
- · Annual Stock verification for each department.
- Allocation of adequate budget for annual maintenance of college infrastructure.
- · Sufficient support staff is appointed to upkeep infrastructure
- Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance.
- Provisions of Classroom Maintenance including furniture, doors and windows
- A computer instructor appointed by Management maintains Major ICT instruments.
- Regular electrician decided by Management solved electricity related problems.
- ACs and Water Coolers are regularly serviced.
- Plumbing maintenance and repair, including water supply and tube well done whenever it required by professional Plumber.
- Mechanical equipment and lab equipment are repaired periodically.
- Adequate protective measures like UPS, antivirus, firewalls, CCTV cameras.
- The water tanks are cleaned regularly.

LABORATORY FACILITIES

- A cost effective approach is followed in the laboratory network maintenance strategies.
- Annual stock verification of chemicals and glassware.
- The equipment and instruments are maintained by hiring services as and when required. lab Equipment are repaired periodically.
- The SOP for highly sophisticated equipment established and followed regularly.

- Refurbishing of laboratory equipment is done at regular intervals.
- Calibration of laboratory equipment done regularly.
- Wastage from laboratories is minimized using green protocol and reuse solvents.
 Wastewater of Chemistry Labs is collected and converted into clean water by Treatment Plant.
- For voltage fluctuation the institution uses voltage stabilizer and UPS.
- The institution has facility of mineral drinking water.
- All the valuable instruments, equipment and chemicals have separate space in specific cup-boards.
- There are ELCB switches in all laboratories as a safeguard for instruments
- Fire extinguishers are provided to every buildings and labs for safety purpose.

ICT AND INTERNET FACILITIES.

- The college has a comprehensive IT policy regarding service, data, and network security.
- The college has a mechanism of adopting free software and anti- piracy protocol
- Computer Instructor addresses internet broadband connectivity and Wi-Fi problems.
- The use of Internet facilities are distributed secured and monitored by Cyber Roam Software.
- In order to minimize e-waste, computers are serviced and reused as far as possible.
- The Dynamic College Website, College Android App, INTRANET facility are maintained by appointed Computer Instructor.

LIBRARY FACILITIES

- The library is automated regularly through software SOUL 2.0
- Maintenance and digitizing of rare books, back volumes, manuscripts and reports with special care.
- IT infrastructure are maintained regularly.
- OPAC system for book search has been devised and regularly updated.

SPORTS FACILITIES

- Physical Director and Sports Committee monitor the maintenance of Sports Facilities.
- Regular maintenance of sports equipment.
- Regular inspection and maintenance of sports fields and play Grounds.
- Giving top priority to the safety of the players by renewing protective guards.
- The equipment in Indoor and Outdoor Gymnasium are regularly serviced and purchase new ones whenever required.



Principal
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