

Procedures

There is a library advisory committee. Faculty and committee members actively recommend new books, journals and e-journals in the commencement of the session, which in turn are processed further and approved by the Principal and thus the purchase is made

Books, Journals and other reading materials are purchased on the recommendations of the faculty of the respective departments through the HOD. The Librarian also in consultation with the teaching faculty orders for books if there is any change in the syllabus. The new reference list prescribed by the University is also taken into account while placing orders. Students demand for books is also taken into consideration for purchasing books. If there is greater demand for a particular book, multiple copies are bought. Staff members and library staff personally visit the book shops and select the latest editions of the books in the book shops

The UGC Planning Board and the IQAC function in order to evolve strategies for deploying and upgrading the IT infrastructure and associated facilities. The HODs are asked to give the Department requirements at the end of every academic year. The Planning Board meets once a year to take stock of the IT infrastructure requirements and its up gradation. Based on the Department requirements the Planning Board recommends the procurement of new computers, the necessary software and associated facilities

The computers are maintained by having an AMC and the procurement /up gradation is carried out annually on the receipt of funds from the UGC/Management. Mostly the up gradation is carried out by the maintenance engineers. Hard Disc and RAM are upgraded to the higher capacity whenever it is required. Components such as Mouse, key board, Etc will be replaced if gets damaged.

The institution, over the years, has developed systems, structures and procedures for the maintenance, upkeep and utilization of both physical infrastructure and academic support facilities. There is a regular follow up mechanism for maintenance and upkeep: The institutional planning board, Management committee, department faculty and library committee provide suggestions for allocation of funds and procurement of the necessary equipments or gadgets. The Correspondent of the College is in-charge of initiating and monitoring the maintenance works of the infrastructure. This is taken care of by the Contractor appointed by the Management. Suggestions and feedback on the need for maintenance and upkeep of classrooms, seminar rooms and staff rooms are given by the respective academic departments. The requirements of the Library, computer, sports, etc. are provided by respective support sections to the Principal who in turn informs the Correspondent. He then takes necessary measures to address them in terms of periodical painting of the College buildings, replacing worn out, broken furniture with new or repairing the same if possible. The college has an estate manager who looks into the maintenance needs. The masonry, plumbing, electrical works, computer maintenance, AC, reprographic machine, water purifier is taken care of by various agencies that assist in maintaining the campus. For the ICT equipment we have Annual Maintenance Contracts. Faculty and Administrative staff are sent for training in ICT. CCTV is installed at of the college. The college has round the clock security.

The institution ensures voltage stability through UPS and voltage stabilizers in order to protect its equipments. Proper earthing is done.

Laboratory equipment and specimens are acquired as and when required, maintained under the supervision of instructors repaired or replaced.