


The physical upkeep of the college is done with the help of various committees. These committees ensure that the equipment and infrastructure of the college is kept up to date and well maintained. For this purpose the following committees have been constituted. Building Fund Committee- All work related to the building which includes repair and renovation is looked after by this committee. College Development and store-Purchase committee- This committee looks after the purchase of Lab Equipments, Instruments, chemicals, glassware and other miscellaneous items. This committee also looks after the maintenance of Computers, Inverters and Xerox Machine. • Library Advisory Cum Purchase Committee- Purchase of books and upgradation of library facilities is routed through this committee. All the committees follow established systems and procedures for purchasing, maintaining and utilising the various items. This procedure is as follows. 1. Demand/proposal is given 2. Sanction is taken from the Bursar and the Principal in the sanction book 3. For orders above Rs. 3000/- quotations are invited 4. On receiving quotations, a comparative statement is made 5. Supply order is issued to the lowest bidder 6. Goods are purchased as per specifications in the supply order 7. Bills are cleared through cheques/RTGS 8. Stock Registers and Cash Books are maintained 9. Goods are issued to the concerned departments/Labs/Library for utilisation. In case of any problem people are engaged from outside to carry out the repairs especially in case of plumbing and electrical installations. The college campus, classrooms and laboratories are maintained by the multi-tasking staff of the college. • A complaint Box is maintained in the college. All types of grievances can be dropped in the box. Suitable and necessary action is taken after going through the complaints/suggestions/ feedbacks. • Any minor repairs are reported to the Principal and the Principal sanctions expenses for the same. The various departments can also put forth their demands and requirements. • For major repairs the college sends its demand to HPPWD which redresses the complaint in a time bound manner. • Clean water facility is available in the college through Aquaguards and their maintenance is carried out as per requirements. • Services of a professional IT company have been used for maintenance and regular upgradation of the college website.


Principal
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