PROCEDURE AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

4.4.2. There are established system and procedures for maintaining and utilizing physical, academic and support facilities: Labs, Library, Sports Complex, Computers, and Class Rooms etc.

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a minimum of 500 words.

The institution has some established systems and procedures for maintenance and utilization of physical, academic and other support facilities such as labs, library, sports complex, computers and classrooms. The college has constituted some committees for the above purposes. The members of the following committees work for the overall development of the college.

Infrastructural development	Building committee
	Purchase committee
	Librarary advisory committee
Academic development	Academic review committee
	Research committee
	Language lab committee
Labs	HODs concerned for
	Physics,
	Chemistry,
	Mathematics,
	Botany
	Zoology Labs
	Coordinator – Language Lab

	Coordinator- Computer Lab
Class rooms / seminar rooms	HODs concerned

The Principal is the ex-officio chairman of the committees. The members of the building committee lay emphasis on the renovation of existing buildings and explore avenues for construction for new ones through discussions and resolutions adopted in the meetings and write letters to R&B Division, Government of Odisha for necessary action at this end. The members of the purchase committee take decisions regarding purchases to be made for different purposes. The members of the library advisory committee hold meetings and adopt resolutions for the overall development of the library. They also provide guidance for purchase of books. Academic review committee, research committee and language lab committee work for academic development of the college.

Generally, the senior faculty members are included in the above committees.

The HODs concerned take steps for the maintenance of labs. The coordinators of computer lab and language lab take steps for maintenance and development of these labs. Class rooms and seminar rooms are taken care of by HODs concerned. The repair and renovation of rooms are undertaken on the proposals put forward by HODs, after being duly approved by the principal.

Principal
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