

R.C.M SCIENCE COLLEGE, KHALLIKOTE, GANJAM

PROCEDURE FOLLOWED TO MAINTAIN PHYSICAL, ACADEMIC AND SUPPORT FACILITIES IN THE HEI

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link) www.rcmscollegekhallikote@gmail.com

Laboratory:

The Head of the Department of all Science Departments, Computer Laboratories and Language Laboratory etc. submit proposal to the Principal for annual maintenance of their respective laboratories by 30th May each year along with a tentative estimation of expenditure. The Principal places the same before the President, Governing Body or in the Governing Body meeting by June each year. On approval of the same either by the Governing Body or by the President, Governing Body, steps are being taken at the college level for maintenance of both laboratory and equipments if any provided the expenditure is below Rs. 15,000/- (Rupees Fifteen Thousand) only. If it exceeds sealed quotations are invited or tender is notified in newspapers. The sealed quotations or tender applications are opened before the purchasing committee, Head of the respective departments in presence of the Principal. Comparative Statement is being drawn and order is placed to the lowest quoted form maintaining same quality and standard. On satisfactory completion of work the Head of the departments recommend for payment to the party. All payments are made through RTGS or Account Payee Cheque only.

Library:

Library Committee is constituted taking all Head of the Departments and the Librarian. Budgetary provision is made every year for procurement of books. The Library Committee Meeting is convened at the beginning of the year before procurement of books. In the said meeting budget allocation is made department wise and lists for procurement of books, journals is invited from the Head of the Departments. HODs are advised to prepare list in consultation with the faculty members of their respective departments. Care is being taken to procure the latest/new addition of all books including reference books. Order is being placed to the publisher who gives more discounts on the printed price and gives free delivery at the college. Payment is being made through RTGS or Account Payee Cheque only.

Sports Complex:

The college is having a sports complex on 3 and ½ acres of land. The Vice President of Athletic Club gives proposal for Annual Maintenance if any. The same is being taken care of by the Governing Body of the college.

Computers:

The Head of the Department of Computer Science gives proposal for maintenance of computers and the Computer Laboratory if any in the month of May with an estimation pertaining to probable expenditures. Taking approval of the President, Governing Body maintenance is being done.

Classrooms:

Minor repair and white washing is being done every year for the classrooms. However, at every five years White Washing of the college building both interior and exterior is being done. The prescribed procedure of the Government is followed and the work is being taken up by Public Works Department (Roads & Building).