

Procedures and policies for maintaining and utilizing physical, academic and support facilities

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The College has a well organized and decentralized mechanism to maintain the physical, academic and support facilities. Different committees keeping sync with IQAC ensures the proper maintenance and utilization of the facilities as per the allocation of the budget. Maintenance of Academic Facilities The academic requirements regarding books, journals, developing study materials, IT facilities along with the budget are placed by the staff and IQAC. IQAC places the requisition to the Principal and then the Principal forwards the issues to Administrator/Governing Body, Finance Committee, Tender Committee or any other relevant committee based on the requirements as per relevance. On production of proposal and budget for organizing seminars and workshops, the college allows fund and for National/ International Level, these are forwarded to relevant agencies for necessary actions. College has purchase policy and tender notifications are done for the bulk purchase. Sometimes required goods are also purchased from local vendors according to requirement. Proper stock register is maintained after the purchase.

Maintenance of Physical Facilities

The maintenance of the physical facilities are looked after by the subcommittees. The regular cleaning of the classrooms and laboratory, for any other maintenance related to electricity, plumbing, lab machineries, playground, building, hostel, gymnasium and canteen, the Sub committees in coordination with the office arranges everything according to the demands raised by the staff.

Campus Cleaning

The cleaning and gardening staff are in charge of keeping the campus (including classrooms, laboratories and playground) clean.

IT infrastructure / Computer Facilities

Maintenance and upgradation of the IT infrastructure are done by the Computer Repairing and Maintenance Committee. Teachers are given training to ensure optimal utilization of ICT facilities. The laboratory equipment is maintained by the concern department staff or through hired technician

Sports Facilities

The Sports Committee monitors the ground and equipment of sports and games are regularly maintained. The Gymnasium is maintained and monitored by the staff and Gymnasium Committee of NTVS (Management) where the students regularly visit on all working days.

Library Facilities

The library committee maintain the existing books and take decision about buying new books as per allocation of funds and demand of the books provided by the staff and students.