

PROCESS → FACILITIES ↓	POLICY	MAINTENANCE	UTILIZATION	PROCUREMENT PROCEDURE
CLASSROOMS	<p>Provide the basis for equitable allocation & efficient utilization.</p> <p>To monitor & evaluate actual V/s planned use over time.</p>	<p>The Manager, who is the administrative staff takes care of cleanliness, arrangement & repair.</p> <p>The house-keeping staff clean the classrooms daily</p>	<p>Allotment of classrooms as per the size, availability & number of students.</p> <p>Maximize utility for appropriate scheduling of the courses.</p>	<p>Management ↓ College Provides Requirement ↓ Management Constructs ↓ Construction Committee Monitors work</p>
LIBRARY	<p>Offer services and resources for teaching, learning & research.</p> <p>Maintaining of a vital collection of library materials and resources.</p>	<p>Shelving and re-shelving.</p> <p>Books & materials in order & call numbers in order. Binding & repairing of books & documents for long life.</p>	<p>The students are given 2 books for a fortnight & faculty are accessible to resources as per the availability. Magazines, periodicals, newspapers & reference books for competitive examinations.</p>	<p>MANAGEMENT FUNDS ↓ Allotment of Funds ↓ List by HODs ↓</p>
LABORATORY	<p>To design experiments go use minimum of hazardous chemicals & tools.</p> <p>To manage the laboratory work area organized & clean.</p>	<p>The support staff clean & clear bench tops after an experiment.</p> <p>They keep the materials at their right location.</p> <p>Disposal of broken and out-of-date.</p>	<p>Systematic allocation of materials & resources to engage in experimental processes. To master basic concepts. To distinguish between inferences based on theory and the outcomes of experiments.</p>	<p>Placed before the Purchase Committee ↓ Call for e-Tender ↓ Order placed for the lowest bidder ↓ Payment through online from K-2</p>
SPORTS COMPLEX	<p>To provide equal opportunity to all the deserved. To promote & encourage the spirit of competition for the highest achievement.</p>	<p>The Physical Director manages the maintenance and the use of equipments. Scheduling repair & service of active items by service provider once in a month.</p>	<p>The multi-gym & other sports items are judiciously utilized for the sound mind in a sound body. The prudent use of ground & items for the right preparation.</p>	

