

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College is a premier educational institution in the District. The college has been upgrading its infrastructure during the last five years by new buildings and equipments. There is construction committee and this committee looks after for any type of requirements for maintenance and upkeep of infrastructure and equipments and also making proposal for construction of new structures. For the purchase of equipments, the respective departments give proposals for purchase through the Head of Departments to the Principal and the minute discussion with the purchase committee, the principal give orders to the Farms through the Department of University and Higher Education, Government of Manipur. The infrastructural amenities are timely upgraded and properly maintained. There is a Planning Committee constituted solely for this purpose. To meet the quality standards and needs, the IQAC as well as the College Council makes proposals for infrastructure development to the Planning Committee chaired by the Principal. New infrastructure is created and existing upgraded to enhance academic standards and increase efficiency for the welfare of the students. The institution has the following electricity gape up installations to provide the power of the institution. 1. transformer a capacity of 200 KV, 2. Power generator-10 KV (For General Administration) 3. power generator- 10 KV (For Institutional Bio Technology Hub) 4. Solar power-generates the offices of administrative section. The appointed electricians regularly check the voltage and power supply. The service of an electrician and a plumber is made available in the campus. CLASS ROOMS The old congested and straggling classrooms are modernized with RCC and some classrooms are fitted with Smart boards and LCD projectors. The college has 30 classrooms. Maintenance of the classrooms including furniture, doors, windows and routine cleaning are conducted. Third party experts through annual maintenance contracts (AMCs) carry out COMPUTER The maintenance of computer hardware and software of the institute. Computers used in the institution are properly serviced and re-used after repair for the proper functioning of academic and non-academic purposes. Altogether, the institution has 73 computers excluding used in the departments. LABORATORY In general, before the starting of the new academic sessions, the Heads of various departments are informed by the principal to give a report on the working status of the equipment used in their departments. The equipments/ instruments are repaired by professionals and if necessary, replaced and kept ready for use before the commencement of the new academic session. Some of the members of the staff and laboratory assistants make the maintenance of the equipment in their laboratory and skilled technicians from outsides have serviced the major defective equipments. Purchase Committee calls for quotations of the needy materials for the lab. Annual stock verification of chemicals and glassware are done promptly. A stock register is maintained in all departments to record all the laboratory equipments. SPORTS FACILITIES The department of physical education monitors the maintenance of sports equipments and service of sports facilities at least once a year. Professionals instructors are hired for special sports training and field maintenance.