

## **POLICIES AND PROCEDURES**

The Principal of the institution allocates the budget to various departments on the basis of number of students as per the formula for Grant-in-Aid and Self Financing Courses. The budget allocation is also made for proper maintenance of equipment's and furniture. The requirements from the departments are considered on priority basis. Annual Maintenance Contracts are arranged for maintenance of computers and other electronic equipment's.

The allocated budget is utilized under the supervision of Principal and the Management. The staff of the college is involved in the maintenance of infrastructure. The Electrical Maintenance and Civil Maintenance Departments of H.S.S.C. (Vocational) of college helps in the supervision of maintenance of infrastructure being done by private contractors and security are maintained on contract basis. The equipment is maintained at departmental level.

The institution provides adequate budget for maintenance of infrastructure. The statement of enumerates budget allocation for maintenance of land, building, furniture, equipments, computers and vehicles during.

### **Procedure of Maintenance –**

At the end of the session the requirements from various departments are collected upon. According to the requirements the quotations are called from different agencies. The comparative statement are prepared and approved in Local Management Committee with proper budget allocation. According to the sanctioned plan, in consultation with the local management the Principal follows the procedure of maintenance.