

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)

For the development and purchase of items for the college, there is Developmental Committee, purchase Committee, Estate committee, IQAC cell etc. For the construction of new buildings and amenities of the college, proposals are kept before the Developmental committee which consists of the representative of University (C.C.D.C) and Engineers with the principal as a Chairman. All proposals passed through this committee are executed on the ground with the direction of University.

During purchase of big/ costly items like freeze, Computer etc., quotations are invited from authorised dealers which are passed through Purchase Committee of the college. Lowest bidder is awarded the tender and part payment is given when the item is delivered. When it is fully installed and working properly then the remaining amount is released by the college.

There is an acute shortage of manpower in the college, as old staffs are getting retired and no new recruitment is happening. Even the staffs are assigned on regular basis in each lab, computer room, library for cleaning and maintenance on regular basis.

For proper academic environment and to check the conducting of regular classes, there is a surprise visit program by the University team constituted by the Hon'ble Vice Chancellor. They make surprise visit to different colleges and check whether classes are being conducted according to the routine or not. If any faculty or staff is not found during the working hours in the college, disciplinary actions are taken against him. This has been resulted in the improvement of the academic and administrative environment of the college.

For sports, there is a sports committee in the college that monitors all the sport activities in the college. Right now, there is no P.T.I in the college as the older one has retired and no new appointment has been done till date.

Goods purchased for library, laboratory, sports department etc are first updated in the College stock register and then send to the respective departments where they are again updated in the departmental stock registers. These stocks are then maintained by the departmental head. For using or lending of these items, it is registered in the issue registers.

<http://www.mlaryacollegekasba.org/naac-PPforfacilities>