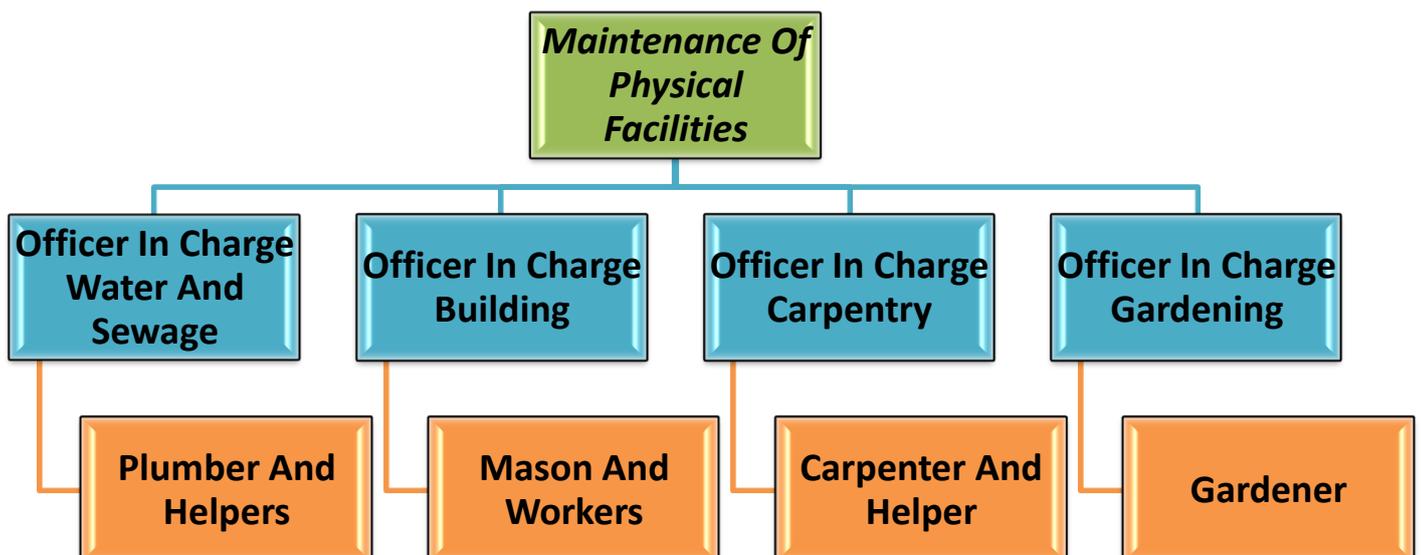# 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance and utilization of the Infrastructure Facilities:

The maintenance and utilization of the infrastructure facilities are carried out with the support of the different committees of the institution. The following is the organizational chart of the maintenance system.
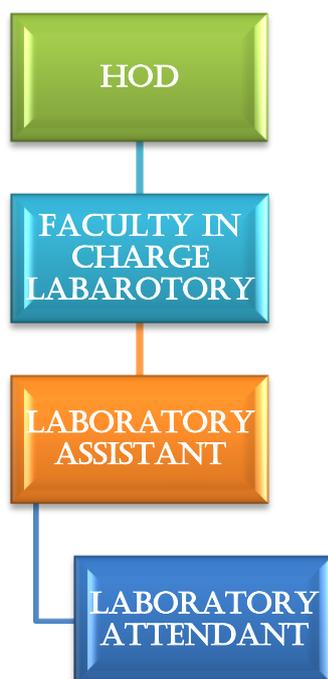
Maintenance of physical facilities:

The maintenance of physical facilities is headed by the budget, UGC and construction committees which also approved by governing body. The physical facilities are divided in to following four divisions such as water and sewage, building, carpentry and Gardening. Each division is headed by officer in charge of the committee, and supervised and supported by student council, governing body, IQAC committee by employing respective skill workers.

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                    ┌──────────────────┐
                    │  Maintenance Of  │
                    │    Physical      │
                    │    Facilities    │
                    └──────────────────┘
        ┌──────────────┬──────────────┬──────────────┐
┌──────────────┐ ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│Officer In    │ │Officer In    │ │Officer In    │ │Officer In    │
│Charge Water  │ │Charge        │ │Charge        │ │Charge        │
│And Sewage    │ │Building      │ │Carpentry     │ │Gardening     │
└──────────────┘ └──────────────┘ └──────────────┘ └──────────────┘
   ┌──────────────┐ ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
   │Plumber And   │ │Mason And     │ │Carpenter And │ │  Gardener    │
   │Helpers       │ │Workers       │ │Helper        │ │              │
   └──────────────┘ └──────────────┘ └──────────────┘ └──────────────┘
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Laboratory Equipment:

The equipment and machineries in the laboratory/workshop are maintained by the lab In-charge(s)/workshop In-Charge(s) with the advice of HOD .

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┌─────────────────────┐
│         HOD         │
└─────────────────────┘
           │
┌─────────────────────┐
│    FACULTY IN       │
│      CHARGE         │
│    LABAROTORY       │
└─────────────────────┘
           │
┌─────────────────────┐
│    LABORATORY       │
│     ASSISTANT       │
└─────────────────────┘
           │
     ┌─────────────────────┐
     │    LABORATORY       │
     │     ATTENDANT       │
     └─────────────────────┘
```
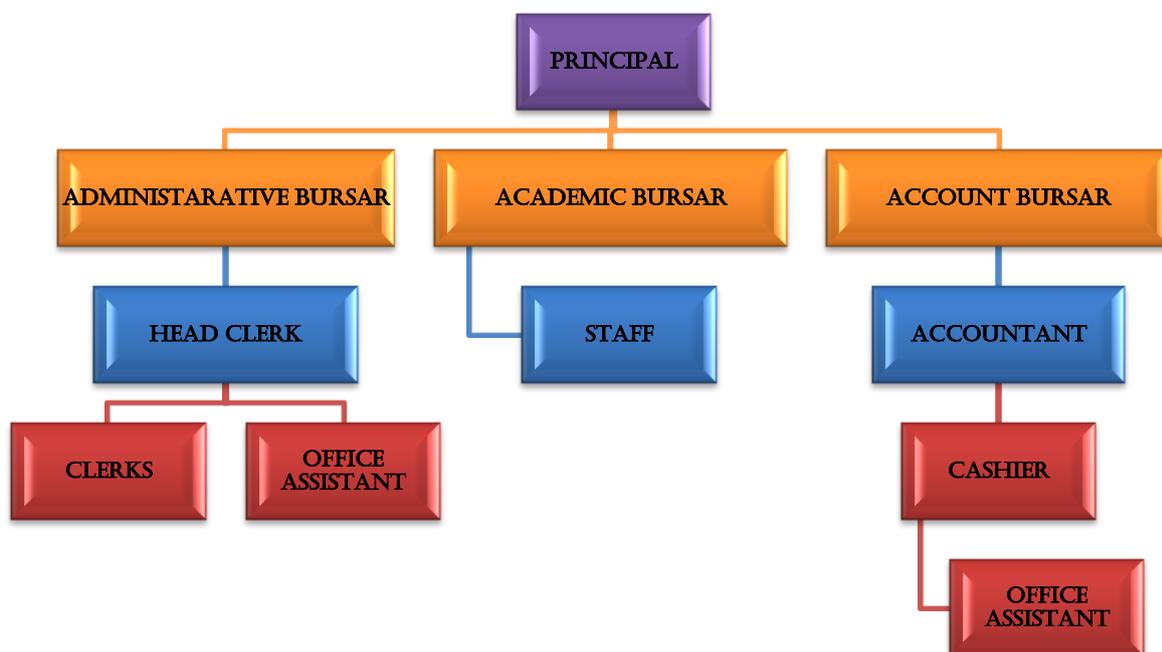
Library:

        The library is headed by librarian and she is the head of the library. She is supported by the assistant librarian, supporting staff and book binder. In addition to the above staff, junior assistants, and attendant help the students, staff and public for searching and lending of the books in the library.

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                    ┌──────────────┐
                    │  LIBRARIAN   │
                    └──────┬───────┘
                    ┌──────┴───────┐
                    │  ASSISTANT   │
                    │  LIBRARIAN   │
                    └──────┬───────┘
   ┌──────────┬──────────┼──────────┬──────────┐
┌──┴────┐ ┌───┴───┐ ┌────┴───┐ ┌────┴──────┐
│LIBRARY│ │LIBRARY│ │  BOOK  │ │  LIBRARY  │
│ASSIST.│ │ASSIST.│ │ BINDER │ │ ATTENDANT │
└───────┘ └───────┘ └────────┘ └───────────┘
```

LIBRARIAN

ASSISTANT LIBRARIAN

LIBRARY ASSISTANT   LIBRARY ASSISTANT   BOOK BINDER   LIBRARY ATTENDANT

Office Management:

      The office is headed by principal of the institution which is supported by Administrative, Academic and Account Bursars. All the functions of the office are separately coordinated by different heads called Bursars supported by respective office staff members.

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                        ┌───────────────┐
                        │   PRINCIPAL   │
                        └───────┬───────┘
        ┌───────────────────────┼───────────────────────┐
┌───────────────────┐  ┌───────────────────┐  ┌───────────────────┐
│ ADMINISTARATIVE   │  │  ACADEMIC BURSAR  │  │  ACCOUNT BURSAR   │
│     BURSAR        │  │                   │  │                   │
└─────────┬─────────┘  └─────────┬─────────┘  └─────────┬─────────┘
          │                      │                      │
  ┌───────────────┐       ┌───────────────┐     ┌───────────────┐
  │  HEAD CLERK   │       │     STAFF     │     │  ACCOUNTANT   │
  └───────┬───────┘       └───────────────┘     └───────┬───────┘
    ┌─────┴─────┐                                        │
┌────────┐ ┌──────────┐                          ┌───────────────┐
│ CLERKS │ │  OFFICE  │                          │    CASHIER    │
│        │ │ ASSISTANT│                          └───────┬───────┘
└────────┘ └──────────┘                                  │
                                                 ┌───────────────┐
                                                 │    OFFICE     │
                                                 │   ASSISTANT   │
                                                 └───────────────┘
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Physical Education:

The physical education department is facilitated by the physical education teacher with the support of vice president, assistant vice president, and office bearer of student council. All the activities of the sports complex is supervised by vice president of the sports council.

VICE PRESIDENT

ASSISTANT VICE PRESIDENT

PHYSICAL EDUCATION TEACHER

OFFICE BEARER