

## Maintenance Policy

Internal administrative committees are declared by the office of the principal. These committees are constituted for the smooth functioning of all academic and co-curricular activities organized under supervision of various committees. These constituted internal administrative committees work independently. Each committee has a convener who calls the meeting of the committee members and year plan is chalked out as per the academic calendar. The decisions taken by the committees are brought to the knowledge of the IQAC. The Time table committee: takes care of optimum utilization of present infrastructure. The maintenance of infrastructure is taken care of by maintenance and infrastructure committees. These two committees work in coordination with each other. All laboratory in-charges inform their infrastructural problems to maintenance committee which discusses with the IQAC. The IQAC brings the matter in the knowledge of the principal for financial approvals. After the financial approval is released, IQAC informs the infrastructure/ maintenance committee to get the work done. The administration tries to complete all such work before the start of the new session. The institution has a policy to get the equipment's repaired by the dealer or engineer from the manufacturer. In case of unavailability of these or services are not provided by them in this area, the institution gets them repaired from open market. On the basis of recommendations of infrastructure committee, the IQAC give its suggestions to the principal who examines the matter. If the chair is convinced with the matter, it is forwarded to the management committee for financial approval.



प्राचार्य

भगवती शिक्षक प्रशिक्षण महाविद्यालय  
गंगापूर जिंटी (स० मा०)