

PARADIP COLLEGE, PARADIP
PROCEDURES & POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL,
ACADEMIC AND SUPPORT FACILITIES - 2018-19

Procedures and Policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classroom etc of Paradip College, Paradip, Dist- Jagatsinghpur.

Maintenance and utilization of the Infrastructure Facilities:

The maintenance and utilization of the infrastructure are carried out with the support of the different committees of the institution.

Maintenance of physical facilities:

The maintenance of physical facilities is headed by the budget, UGC and construction, repair committees which were approved by apex body of the institution called 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 and IQAC committee by employing respective skill workers.

Laboratory Equipment:

The equipment and machineries in the laboratory are maintained by the laboratory in-charge such as laboratory Assistant and Laboratory Attendant with the advice of Head of the respective department.

Library:

The Library is headed by the librarian who is the head of the Library .He is supported by the assistant librarian supporting staff. In addition to the above staff, an attendant helps the students, staff and public for searching and lending of the books in the library. The process is now modified due to automation of library. Both the reading rooms such as staff and students are also maintained by them.


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 including Head clerk, Junior Clerks , Accountant ,Cashier and office assistants. All the academic and extracurricular activities are carried out by teaching staff members guided by Admin.Bursar, Academic Bursar etc.

Physical Education:

The Physical Education is facilitated by the physical education teacher with the support of vice president, assistant vice presidents and office bearers of Athletic Association .All the activities of the sports complex are supervised by vice president of the sports councils with the help of student council.


Principal
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