

## **Procedures and policies**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The corporate management of SNDP Yogam colleges continuously strive to meet the growing needs of the institution. They work in tandem with the college RDC, planning committee/ staff council in making available adequate physical infrastructure. Annual upgradation of facilities to create a good teaching learning environment is the primary function of the planning committee/staff council.

There is a planning committee functioning in the college. This committee consists of all HOD's IQAC co-ordinator and RDC member.

- Annual meeting is convened before the start of the academic year.
- There are meetings across the academic year also.
- The committee assess the infrastructural requirements in the campus.
- The discussions of committee are placed before the management committee , which prepare a priority plan.
- Management finance committee prepares a budget for the academic year on priority basis.
- Approval of funds in made by the Manager, Corporate Management.
- Sanction orders or vetting of proposal is followed by management technical team including Engineer, Education Secretary, Academic Officer and Principal implementing the proposal.

The institution is a much sought after venue in this rural district for the conduct various competitive examinations. The institution opens its doors for extension activities such as NSS and NCC camps, remedial classes, literacy programs, relief center, etc.

### **Maintenance policy**

- The maintenance work in the campus mostly takes place during April/May months.
- The Engineering department of our corporate management, Principal and RDC are in-charge of the maintenance work.

- The computer systems, UPS'S Generators and costly lab equipments are maintained through AMC.
- Anti-virus and anti-malware software are installed and updated.
- Powerful lightning arresters are erected.
- The stock register is maintained in all Departments and Administrative Office.
- Sports and games materials are purchased periodically.
- The administrative superintendent monitors the House-keeping staff and maintenance of campus infrastructure and the Head Accountant is in charge of dispersements.