

2.8 Maintenance of Support Facilities

1. Purpose

- To provide and maintain support facilities of the institute.

2. Scope

- The institute has a policy in place to procure and maintain support facilities that covers sports, gymnasium, hostel, canteen, dispensary etc.

3. Responsibilities

- The Dean (Administration) oversees the development and maintenance of support facilities of the institute.
- Sports committee takes care of the development and maintenance of sports and gymnasium facilities.
- Hostel committee takes care of the development and maintenance of hostel facilities.
- Canteen committee takes care of the development and maintenance of canteen facilities.

4. Procedure

- Before commencement of the academic year, Head of the institution reviews the utilization and maintenance of support facilities.
- The Head of the institution sends a circular for augmentation of support facilities. The Dean (Administration) will consolidate all the requisitions raised and budget is estimated. Upon the approval of the purchase committee the budget is sanctioned for the procurement of support facilities.
- Sports committee, hostel committee, and canteen committee submit a report to Head of the institution about utilization of maintenance of support facilities.

5. Reference

Aditya Engineering College – Policy handbook



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