

# **Seth R. C. S. Arts & Commerce College, Durg (C.G.)**

## **Procedures and Policies for maintaining and utilizing physical, academic and support facilities**

Infrastructure and academic and physical facilities of institution are well maintained by college. Construction, maintenance and repairing of building, classrooms, library, electrical appliances and other physical infrastructure of college is done by college. HODs, Student union, Students inform principal if any maintenance and repairing is required. In turn principal inform the management regarding the same issues. The principal calls for minimum three quotations and order is given by comparing them when any repair or purchase is to be made. Students are encouraged to avail facilities like library, sports etc. At the end of each academic year a yearly review of property and audit is done. Any such areas which require repairing or renovation are maintained accordingly.