



Procedures & Policies 2018-2019

1. The College makes sure that maximum financial resources are utilized for maintaining the physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc. Various committees are formed to plan and look after the infrastructure of the College in line with the academic development of all the Departments.
2. Financial provisions are duly made from time to time in accordance to the requirements and needs of staff and students of the College.
3. Laboratories are maintained by the Laboratory Assistants and Attendants under the guidance of the Head of the Departments concerned. On the report and needful demand of the concerned HoDs, necessary action for up-gradation, replacement or purchase of additional equipment of the Departments is promptly taken up.
4. Library is provided with adequate resources for reading and research both for the Teachers and the Students. The College also ensures that additional resources are provided through Inflibnet. Library resources are maintained and enhanced by the Library Committee. The Librarian is the overall in charge in the functioning of the Library.
5. Sports equipments are provided by the College and is maintained by the Department of Physical Education. Many of the students have participated in various sports like football, badminton, boxing etc. conducted by Manipur University. Students also represented Manipur University in the Inter university sports activities conducted in various parts of the Country.
6. Computers are maintained by the Department of Computer Science. Students of Computer Science utilized the computers for practical classes. Computers are also used by the Teachers and students of the College as and when required. Science Departments have a computer and a projector for Teaching and learning purposes. The Departmental computers are taken care by the Departments concerned.
7. Up-gradation of the equipment and repairing of the College infrastructure and other facilities like water cooler etc. are maintained in time to meet the needful demands.
8. Maintenance of the College campus is monitored through regular inspection by the IQAC and is reported to the Principal if and when further up-gradation is required, and accordingly necessary action is taken up.
9. IQAC takes an active role in the overall maintenance and utilization of the College infrastructure and various other facilities. The requirements of the staff and the students are collected by the IQAC on regular basis for discussion and intimated the proposal to the Principal. Necessary action is thereupon taken up with the activities of up-gradation and development of the College under the active role of the concerned Committees and the Staff.

[Handwritten Signature]
17/8/2018

Principal
South East Manipur College
Komlathabi