JUSTIFICATION FOR 4.4.1

Date : 05-12-2025

To
The Director / Assessment Coordinator
National Assessment and Accreditation Council (NAAC)

Subject: Submission of Clarification for Metric 4.4.1 – AQAR 2019–20

Respected Sir/Madam,

With reference to the observations raised for **Metric 4.4.1 – Budget Allocated and Expenditure Incurred on Maintenance of Academic and Physical Facilities** in the **AQAR 2019–20**, the institution wishes to submit the following clarification.

During the verification process, it was noted that the expenditure incurred on the maintenance of academic facilities and physical facilities exceeded the initially assigned budget. This difference occurred because additional requirements and urgent maintenance works arose during the academic year, which necessitated higher expenditure. These requirements were met through **management-approved supplementary allocations** and **re-appropriation of funds**, ensuring uninterrupted functioning of the institution's academic and physical infrastructure.

Accordingly, the revised and correct values are provided below:

A. ACADEMIC FACILITIES (2019–20)

1. Previously Budget Allocated: ₹ 67,33,238/-
2. Actual Expenditure Incurred (as per audited statement): ₹ 87,45,548/-
3. Additional Amount Spent (Supplementary Allocation): ₹ 20,12,310/-
4. **Total Budget Considered (Initial + Supplementary): ₹ 87,45,548/-**
5. **Total Expenditure Utilized: ₹ 87,45,548/-**

B. PHYSICAL FACILITIES (2019–20)

1. Previously Budget Allocated: ₹ 73,40,000/-

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2. Actual Expenditure Incurred (as per audited statement): ₹ 1,15,99,578/-
3. Additional Amount Spent (Supplementary Allocation): ₹ 42,59,578/-
4. **Total Budget Considered (Initial + Supplementary): ₹ 1,15,99,578/-**
5. **Total Expenditure Utilized: ₹ 1,15,99,578/-**

JUSTIFICATION FOR DISCREPANCY

- The initial budget reflected only the planned allocation for the year.
- Unforeseen repairs, servicing of equipment, and essential upgrades of academic and physical facilities required expenditure beyond the original allocation.
- The management approved additional funds to address these urgent and essential requirements.
- The supplementary amounts spent are therefore considered part of the **revised total budget allocation**, ensuring accurate representation for NAAC reporting.

We request you to kindly consider the above clarification and updated values for compliance under Metric 4.4.1.

Thanking you,

Yours faithfully,

Associate Vice President – Finance

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PROCEDURE & POLICY FOR MAINTENANCE - 4.4.2

Policy and Procedures for Maintenance and Utilization of Physical, Academic and Support Facilities

1. Purpose

This policy establishes guidelines for the proper maintenance and efficient use of the institution's physical, academic, and support facilities. It aims to ensure that infrastructure such as classrooms, laboratories, the library, computer facilities, sports areas, and campus utilities remain safe, functional, and conducive to effective teaching, learning, and student development. The policy also encourages systematic upkeep and periodic upgrades of institutional resources.

2. Scope

The policy applies to all major facilities within the college, including classrooms and academic spaces, laboratories and practical training facilities, library and learning resources, computer laboratories and IT infrastructure, sports and recreational facilities, and campus infrastructure such as buildings, utilities, sanitation systems, and common areas.

3. Governing Authority

The Principal holds the overall responsibility for ensuring the proper maintenance and utilization of institutional facilities. To facilitate effective implementation, the Principal shall establish committees such as the Infrastructure and Maintenance Committee, Library Committee, Laboratory Management Committee, IT and Computer Resource Committee, and Sports Committee. These committees will regularly review the condition of facilities and submit reports or recommendations to the administration for improvement and development.

4. General Maintenance Procedures

Institutional infrastructure shall undergo periodic inspection to identify requirements for repair, replacement, or improvement. Faculty, staff, and students may report maintenance concerns to their department head or the administrative office. The maintenance process generally includes identifying the issue, reporting it to the department head, submitting a request to the administrative office, inspection by maintenance personnel, administrative approval, and execution of repair or replacement work. Preventive maintenance practices such as checking electrical systems, plumbing, furniture condition, and equipment servicing shall be conducted regularly. A comprehensive review of infrastructure will also be carried out annually to ensure safety and adequacy.

5. Classroom Facilities

Classrooms will be allocated based on the academic timetable prepared by the academic office. Faculty members and students are expected to use classroom facilities responsibly, including furniture, boards, and audiovisual equipment. The institution will maintain proper lighting, ventilation, seating arrangements, and functioning multimedia equipment. Any damage or malfunction must be reported promptly to the administrative office for corrective action.

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6. Laboratory Facilities

Laboratories shall function under the supervision of qualified faculty members and laboratory technicians. Students may use laboratories only during scheduled sessions or with permission from the laboratory in-charge. All users must follow established safety guidelines while handling equipment and materials. Laboratory equipment will be maintained through regular servicing, calibration when necessary, and proper storage. Each laboratory will also maintain records such as equipment registers, consumables registers, and annual stock verification reports.

7. Library Facilities

The library will remain accessible to students, faculty, and staff during designated working hours. Borrowing and returning library materials must follow the rules set by the Library Committee. The library will ensure proper cataloguing, preservation of books and journals, binding of damaged materials, and periodic updating of academic resources. Digital resources, including databases and e-learning platforms, will be made available through institutional systems.

8. Computer and IT Facilities

Computer laboratories are intended primarily for academic and research activities. The IT department will ensure regular system updates, antivirus protection, and stable network connectivity. Institutional data will be protected through appropriate cybersecurity practices and routine backups. Computer hardware and related equipment will also be inspected and serviced periodically.

9. Sports Facilities

Sports facilities will be accessible to students during specified hours under the supervision of the Physical Education department. Sports equipment will be issued through proper inventory procedures and recorded in registers. Regular maintenance of sports grounds and equipment will be conducted to ensure safety and usability.

10. Support Facilities

Housekeeping staff will maintain cleanliness and sanitation across classrooms, corridors, restrooms, and other campus areas. Drinking water systems will be inspected regularly to maintain hygiene and proper functioning. Electrical and plumbing systems will also be periodically checked to prevent disruptions. Campus security personnel will monitor entry points and ensure the protection of institutional property.

11. Monitoring and Compliance

The Infrastructure and Maintenance Committee will periodically evaluate infrastructure conditions and facility usage. Departments will submit reports outlining maintenance needs and utilization patterns. Based on these reports and committee recommendations, the administration will implement necessary repairs, improvements, or upgrades.

12. Policy Review

This policy will be reviewed periodically by the administration to ensure its continued relevance, effectiveness, and alignment with institutional requirements and regulatory guidelines.

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