



Maintenance of infrastructure facilities

Maintenance of infrastructure facilities, services and equipment's is done as per the following details

1. The maintenance of the departments is the responsibility of the departments itself. The requirements of the departments such as furniture, Computer ink, and papers official items are supplied by the authority as per the requisition of the departments.
2. The logbook entry for daily classes of teachers, different register books for departmental use, students attendance registers, mentoring class register, club register are also supplied by the authority.
3. The laboratory equipment and chemicals are purchased as per the requirements of the departments having practical through the official procedure. The respective departments conduct a periodic audit to ensure timely corrective action for the proper functioning of the various types of equipment used in the laboratory.
4. The departmental library is maintained by the department. The Central library of the college asked requisitions for the list of the new books annually. The issue register is maintained by the departments and verified by the central library annually.
5. The maintenance and cleanness of the campus are maintained by the principal's office.
6. The infrastructure facilities such as classrooms, buildings, auditorium, seminar halls, hostels, green areas, garage, etc. are maintained by the office of the Principal.
7. All the accounts of the institute are maintained by the accounts department of the college. The accounts have been computerized phase-wise and most of the transactions are made through RTGS and NEFT. RUSA & UGC accounts are maintained through PFMS.
8. The internal and external financial audit is done as per the guideline of the GB.

9. Rangia College Students Union addresses the matters related to the students. The union is guided by the teachers in-charge. The portfolios of the RCTU are allotted 30% of funds from the admission under the head Contribution towards the Students Union.

10. Campus Surveillance Cameras, CCTVs maintained by the equipment providers and security personal are managed by the authority.

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