

**Government of Tripura**  
**Dasaratha Deb Memorial College**  
**Khowai, Tripura**

**Procedures and policies for maintaining and utilizing physical, academic and support facilities**  
**- laboratory, library, sports complex, computers, classrooms etc**

- First of all, the Head of the Departments of all respective departments submit their requisition to the Principal regarding maintenance and upkeep for infrastructure, physical and academic support facilities along with equipments calibration for smooth functioning of the departmental and academic affairs.
- Accordingly, the Development committee, Academic committee, Lower purchase committee, RUSA and Tender committee, wherever is necessary, provide official and legal proper suggestions to approve the demanding requirements.
- Later on, the Head of office issue the supply order/work order to the respective suppliers.
- To maintain the delicate instruments properly in science departments the Head of the departments always take the necessary initiatives for proper landing and calibrating the same.



*[Handwritten signature]*  
02/03/20

**Principal (I/C)**  
**Dasaratha Deb Memorial College**  
**Khowai, Tripura.**