



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

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

- The institution ensures that all the physical facilities that includes classrooms, laboratories, library etc., are maintained by qualified and dedicated associate staffs.
- A dedicated policy is in place whereby budget allocation for each department on expendables, maintenance are fixed.
- Different committees namely Building Maintenance committee, Canteen Committee, Purchase Committee are in place that ensures funds are properly utilised.
- The Purchase Committee follows the GF rules during the choice of vendors/contractors during allotment of work on the basis of COMPETITIVE PRICE INDEX (CPI) and Quality Assurance (QA). The same is employed during procurement of equipment's /instruments.
- Procurement and maintenance of Books/Journals in the Library (Central/Departmental) are done through the Library Committee, approved by the management.
- Waste management cleanliness are carried by qualified cleaners in association with Local Municipal Board during Garbage disposal.
- Laboratories safety protocols SOP are documented and forwarded to the respective laboratories for compliance.
- Safety audit of the campus is ensured by installing Firefighting equipment's, ample storage of water in underground reservoir following the directive issued by the Local administrations.



Dr Sylvanus Lamare
Principal



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkrah, Shillong - 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

- Dedicated solar panels are installed within the campus for adequate lighting all the classrooms are fitted with SFL/LED lights to reduce power consumption without compromising the brightness inside the classroom 2 x 25 KVA generators are in place for uninterrupted power supply during college hours.
- The sports facilities (indoor outdoor) are well maintained by dedicated staff along with proper lighting facility to be used at night.
- All the physical infrastructures including the college greenery are adequately maintained by dedicated personnel with the active supervision of group of faculty members.



Dr Sylvanus Lamare
Principal