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

Words:

- The college has Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The Maintenance committee is headed by the Administrative Officer who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Administrative Officer and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency /working condition of the infrastructure.
- The Development Section maintains the infrastructure facilities. A dedicated team of electricians, plumbers, carpenters and other personnel provide round the clock service to departments.
- In every department one of the staff members is assigned to oversee the laboratories and equipment etc.
- He /She are responsible for safe and smooth maintenance of the equipment, and facilities.
- Log book is maintained to ensure entries and problems if any. The Heads of the Departments supervise all the facilities.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs after approval from Principal to the Administrative officer. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.

To maintain and upkeep the infrastructure campus facilities and equipments, following activities are taken by college.

1) Keeping department wise stock register by concerned laboratory assistant under the observation of administrative officer.
2) Prepares report related to the damage/lost material, repair work or additional material installed in the lab.
3) Department wise stock verification are processed in every semester break so as to keep things ready for the new semester is done by concerned coordinators of the department.
4) Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories.
5) Regular maintenance of laboratory equipment's and chemicals are done by laboratory attendant of concerned departments.

6) Overall development of campus is done by campus discipline and cleanlinesscommittee of the college.
7) Regular cleaning of water tanks, proper garbage disposal, pest control, landscapingand maintenance of lawns are done by college peon.
8) College campus maintenance is monitored through regular inspection.
9) To upkeep all facilities and cleanliness of environment in hostel, through hostel monitoring committee.
10) Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updation of software'sby computer hardware technician. Outsourcing is done for the maintenance of woodenfurniture, electrification, and plumbing.

11) The maintenance of the reading room and stock verification of library books is done regularly by library staff and places the order if any reviving needed.
12) Maintaining the student and faculty records related to issuing of the books and their visits to library.

Electrical Maintenance of Generator, UPS, Batteries-

Monitor electrical equipment such as Generator, UPS, and Batteries monthly and enter the condition/Status of equipment in Log book. Call the contractor (belonging to equipment) in case of major fault. The contractor analyses the fault and submit its report. If the replacementof any part is necessary then call the quotations& purchase as per centralized purchase procedure. Inspect the work done by the contractor and ensure smooth functioning of equipment and report of completion of work is given to Principal.