

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

College has established systems and procedures for maintaining and utilizing the academic and support facilities .All the infrastructure facilities and inventory stocks once procured and installed in the college are maintained in stock register kept in each department. At the beginning of each semester all the facilities in the classrooms are inspected for maintenance. Stock rectification of library books, periodicals and referencebooks, re-binding of library books and binding of journals into Back volumes are done periodically.



Laboratory maintenance is done at beginning of each semester in accordance with respective department lab criteria. Computers are always kept updated with the latest software to cater to the needs of the students. The computers and their accessories are maintained by technical staff in labs. Under the guidance of physical instructor proper maintenance is being done for the sports equipments including gymnasium.

The college has a diesel generator of 125KVA to ensure uninterrupted power supply. Every computer system is connected to UPS for power supply and prevention of risk damage due to power failure .The services and maintenance of infrastructure facilities are managed by plumber, electrician, canteen manager and PRO for vehicles. College hires masons, carpenters and workshop technicians as per need. College is maintaining a house keeping division headed by a supervisor. Under the supervisor, last grade staffs are appointed for cleaning classrooms, lab, toilets, hostel compound etc.

College has employed staff for maintaining a beautiful garden in college campus. For improving the physical ambience of the campus, several initiatives are taken as per necessity like painting and white washing of building and labs, ground-men for maintaining grounds, lawns and upkeep of plants. A complaint register is being kept in the reception of the administrative block. All complaints and recommendations registered are being checked by the respective staff on a daily basis and the necessary steps are taken.



Preventive maintenance checking and servicing is conducted periodically. They are verified by respective department heads. The college is maintaining Annual Maintenance Contracts with suppliers and companies for the repair and maintenance of some equipment. All buildings provided with firefighting equipment and first aid box. Thus all facilities are provided and measures are taken for the smooth functioning of the college.

### MAINTENANCE SCHEDULE (LIBRARY)

#### Daily

1. Dusting and cleaning of library furniture, books, mopping of floor etc
2. Stalk rectification of library books, periodicals and reference books

#### Proofs

1. Cleaning registers (Centralized)
2. Orders issued by the librarian (Staff duties/responsibilities)

#### Yearly

1. Re-binding of library books
2. Binding of journals into Back volumes

#### Proofs

1. Binding registers

#### Stock Verification

1. Yearly stock verification of Library books

Proof

1. Stock verification orders, reports etc