

## **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

The college identifies the need for budget allotment for the annual maintenance of the various infrastructure facilities and has established systems and procedures for maintenance.

### **Maintenance of the Campus**

The college has campus maintenance committee with a convener and about five members to supervise all the maintenance and repair activities of physical infrastructure of the college. Full time staff has been appointed for maintenance of the campus. They take care of maintaining buildings, lighting systems, plumbing, electrical, carpentry, gardening, minor repairs, alterations of classrooms, lab, office, etc. There are gardeners, sweepers and mechanics to maintain the infrastructure. The college engages contractors and workers for major maintenance and repairs of building, renovation etc. Annual stock verification committees recommend the articles for repair /condemnation. There are effective solid, liquid and waste management systems available in the institution. Water harvesting units and environment conservation panels are periodically checked. There are adequate dust bin facilities available throughout the campus with colour distinction for the segregation of bio-degradable and non-degradable waste.

### **Laboratories**

The laboratories in the college are fully equipped according to the academic needs and the statutory rules. Before the commencement of the academic year, a lab audit is conducted and a report on the requirement of new equipment and replacement of obsolete equipment is prepared. Purchases are made through sealed quotations. Fire safety equipment is maintained in all laboratories as a precautionary measure. Lab equipment maintenance, service and repair are supervised by the Lab assistants/technicians. Regular maintenance is done through AMC.

### **Library**

A Library Advisory Committee exists for the optimum functioning and improvement of services. All the books, journals, online data base or any other learning resource are added only after a rigorous scrutiny processes by the subject experts. Reliable vendors are chosen based on their response to queries, availability of books and adherence to terms and conditions. The

books in library are accessed, stamped and then shelved. Periodic Book binding is carried out to prevent the damage of books. The books are scientifically protected from rain, dust, insects etc.

### **Computer Services**

Team of computer experts regularly look after computer lab maintenance. Internet connectivity is supervised by technical analyst. For valuable items and special equipment the institution has AMC with the suppliers. The hardware related problems and power backups in computer centres are maintained by service engineers on call through the AMC.

### **Sports Centre**

A Sports Committee is constituted to handle the matters related to sports like budget preparation, organizing, planning and executing the conduct of competitions. Purchase orders are placed to competent suppliers for the supply of required sports articles. Cutting, cleaning and maintenance of various grounds are regularly taken care. First-aid kits are always available for any emergency.