

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

Maintenance of Infrastructure

Maintenance of Buildings

College has a campus engineer to implement the decisions taken by maintenance committee in connection with maintenance of infrastructure, electrical and plumbing requirements, painting and repairs if any in the campus. In addition, campus engineer attends to the complaints and suggestions from students and faculty. Civil works connected to construction and maintenance of buildings is taken up by the Construction committee.

Maintenance of Campus

The day-to-day cleaning of the campus is monitored by a Supervisor who is answerable to the administrative officer. Support is provided to him by assigning contingent staff for housekeeping, sanitation and gardening works in the campus daily. The maintenance supervisor prepares a schedule for regular maintenance of the campus.

Maintenance of Facilities

Maintenance of Library

The infrastructure and facilities available in the library are looked after by the library staff supervised by the librarian. Library stock verification is carried out annually.

Maintenance of Play Area

The physical director is in-charge for the play areas. The cleanliness is maintained with the manpower provided by the maintenance supervisor.

Maintenance of Equipment

Maintenance of labs and lab equipment

Equipment in the labs is monitored by the lab technicians who supervise their functioning & calibration regularly and report failures to the lab in charges. The lab in-charges are responsible for the physical safety, preventive and breakdown maintenance of all lab equipment. They also suggest the purchase of new equipment, scrapping of obsolete and old equipment in the lab stock and for the replacement/ repair of the damaged.

Office Infrastructure

All the equipment and the other office infrastructure are maintained under the supervision and guidance of maintenance coordinators/conveners in electrical, mechanical and communication equipment. The computers located all over the campus are maintained by a hardware engineer and his team and regular up gradation is carried out for proper functioning. Annual maintenance contracts are made with outside agencies for maintenance of equipment where calibration and maintenance is required to be done by professionals and more qualified technicians.