

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

- 1) The campus maintenance is monitored through surveillance Cameras.
- 2) The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.
- 3) The maintenance committee is headed by the Principal who in turn monitors the work. The Principal who efficiently organizes the workforce, maintaining duty tiles containing details about their individual floor-wise responsibilities, timings, leave, etc.
- 4) The maintenance committee conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- 5) Classrooms, Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by non-teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor.
- 6) Optimum working condition of all properties and equipment in the campus is ensured through annual maintenance. The annual maintenance includes maintenance of Generator, CCTV cameras and Water Purifiers.
- 7) Apart from contract workers, the college has trained in-house electrician and computer technician
- 8) Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers.
- 9) Every department maintains a stock register for the available equipment's. Proper inspection is done and verification of stock takes place at the end of every year.
- 10) The civil and electrical work is adequately monitored and maintained by the Institution managements.
- 11) Periodic reporting on requirements of repairs and maintenance are submitted by the staff's to college office.
- 12) Library books and records maintenance is done every year.
- 13) The non-teaching staff is also trained in maintenance of science and computer equipment