

Procedures and policies for maintaining and utilizing physical, academic and support facilities

College has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. The established systems of maintenance ensure enrichment of physical and academic support facilities which is essential in creating an ambient and motivating environment for the teaching learning process. The recommendations and suggestions received helps the College in identifying the areas of physical and academic support facilities to be enriched subsequently. The maintenance aspects are governed at campus level and at College level. The Physical maintenance under observation civil Engineer and Civil Supervisor, who coordinates and monitors all civil works, parking area, water supply, sports and gymnasium. Upon receipt of complaint from College, the Civil Supervisor addresses the issue and resolves the complaint.

College has appointed chief electrician who supervises all the maintenance aspects of electricity, generator backup and issues related to telecom facilities. He is supported by a team of electrician and maintenance staff.

A Cleaning Supervisor is appointed on campus to look into cleaning aspects at both campus and College level. He hires the labours on contract basis for cleaning of toilets, cleaning of internal roads, maintenance of garden, waste disposal and sewage disposal.

A full time Rector has been appointed for maintenance of hostel facilities.

The campus is under continuous surveillance through security personnel's deputed at various locations in the campus. The security personnel monitor and control the entry of individuals to the campus. They further provide security at various events organized at campus level. At College level one committee has been constituted viz. repair maintenance committee. This committee works with various College level committees viz., internal complaint committee, laboratory in charge etc. The coordinators of these committees take appropriate measures for maintenance of various academic and support facilities laboratory, library, sports complex, Computers, classrooms etc. The campus level staff viz. civil supervisor, electric supervisor, provides support to the College as and when required. The maintenance works such as renovation, painting of building, regular cleaning of floors and polishing whenever necessary, renovation of seminar hall, renovation of boys and girls common rooms are carried out in a scheduled manner. The maintenance of laboratory equipment is executed through laboratory assistants, lab. In charge and suppliers of the equipment. The lab assistants required note Maintenance of equipment / electric / water supply etc. and intimate the same to respective laboratory through lab Incharge. The required maintenance note is approved by Principal or Chairman of repair and maintenance committee. If the maintenance requires purchase of spares of equipment the Purchase department raises the purchase order of spares by inviting quotations from various suppliers. The IT facility is maintained by a team of dedicated staff who looks after the maintenance of desktops, software, hardware, LAN, LCD, printers etc. The College has a well maintained herbal garden, rich in various medicinal plants is maintained by a gardener. The maintenance and utilization aspects are documented through utilization log books, maintenance registers etc.