

Procedures for Maintaining and Utilizing physical, academic and support facilities

The college has certain systems and procedures for maintaining and utilizing physical, academic and support facilities. The academic facilities are classrooms, laboratories, library and computers.

Maintenance of Classrooms, Furniture and Laboratories

The Principal of college proposes extension and renovation of the existing facilities of equipment and other infrastructural facilities. It is mainly done by keeping in view the addition in courses and number of students. To take optimum use of existing infrastructure for teaching and learning, time table of UG, PG is designed in a systematic manner. Institute keeps record of all kinds of curricular and co- curricular changes and up gradation in academic aspects. Accordingly, it allocates financial resources to strengthen the activities and their continuity is taken care of. College has technical support staff for maintenance upkeep of facilities like furniture computers, laboratory equipment. Services for maintains building certain equipment ground campus etc. are outsourced.

The furniture and teaching aids in all the classrooms and laboratories are looked after by the respective teachers in charge. These teachers monitor the maintenance work periodically in their respective classrooms. In case of any minor repair work, the same is registered in the complaint register which is maintained in the office and these complaints are attended on priority basis. Staff members of respective departments also monitor the effective utilization of the laboratories. Classroom and Laboratory facilities are optimally used. Seminar halls are effectively used for organizing academic meetings, seminars, conferences and cultural events. The cleanliness of the entire college campus is taken care of by the housekeeping staff.

Maintenance of Physical Facilities

The maintenance of physical facilities of the college is entrusted to a committee which comprises of the Principal, Head Clerk, Architect, Civil Engineer and an Electrician. This Committee regularly monitors the maintenance of the physical facilities. The services of the plumbers, electricians, computer technician are available on call basis. This ensures smooth and efficient functioning and maintenance of equipment, sewage and drainage systems.

Maintenance of Electronics and Instruments

The maintenance of electronic equipment and other instruments is outsourced. As soon as the complaint is registered for non functioning of an electronic device or an instrument, the Head Clerk refers it to the technician who rectifies and repairs it as early as possible.

Maintenance of ICT Facilities

The Heads of the Departments, Computer Programmers and support staff monitor and maintain the ICT facilities like computers, servers and LCDs. In case of any problem with these ICT facilities, the college seeks the help of the supplier who then rectifies it. Wi-Fi facilities in the campus are maintained by the respective departments.

Maintenance of Lab Equipment's

In order to maintain the Lab equipment's of various departments, Stock registers and log books are maintained. Entries relating to the repairs and maintenance of these equipment's are entered in this register. A users' log book is maintained to keep track of the usage of these equipment's.

Maintenance of other amenities

The maintenance of equipment's used for watering the plants, sewage, bore-well & gardening is done on a regular basis. The campus is equipped with 24/7 safe and adequate drinking water supply. Fire extinguishers are installed in various blocks and the campus is under CCTV surveillance.

Maintenance of Sports and Gymnasium

The sports and fitness equipment's are maintained by the College Director of Physical Education. The maintenance of basketball courts, Gymnasium and playgrounds are done during the summer/winter break with the help of multi-tasking staff.

Maintenance of Campus Cleanliness

The Head Clerk of the college is in charge of campus cleanliness. The campus including the classroom and washrooms are regularly cleaned by the housekeeping team every morning, before the college hours. The college also has a beautiful garden which is nurtured by the gardener