

Procedures and policies for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms etc:

Physical facility

Maintenance is very crucial for the smooth flow of academic activities & it is an ongoing process. The Civil and Maintenance department look after the overall maintenance of infrastructure as per the need, demand, and suggestions of all the stakeholders. In the policymaking of the institution for enhancement of infrastructure to excel in the teaching-learning, the stake-holder members Faculty, Students, Alumni, Parents, Management including Academic Advisory Board are considered. The Civil & Maintenance department has appointed skilled persons/staff for maintenance and repair.

- ❖ **Classrooms:** The central timetable is designed in such a way that there is maximum utilization of infrastructure and classrooms. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness, and infrastructure on the campus to provide a congenial learning environment. With the help of the cleaning staff/sweepers, the cleanliness of classrooms is maintained regularly by Non-teaching staff assigned for each floor.
- ❖ **Electric power Backup Facilities:** The college has a separate Generator and Staff for maintaining power supply without interruption for the smooth functioning of the college.
- ❖ **Round the clock Security:** The CCTV cameras are also installed for the safety and security of students. The security of the College is maintained by the security guards. Several CCTV cameras have been installed to monitor the infrastructure. Security persons are also appointed to observe entire property from any kind of damage.
- ❖ **Library:** The College has three libraries along with departmental libraries. The maintenance of the library includes shelving, shifting, sorting, binding, searching for missing items, preservation, and making sure the stacks are presentable and organized. Verification of books and replacing/ordering new books are done once every six months. The library is made fully automated. Computerized issuing and returning of books are done to save time. A suggestion box is installed inside the reading room to take users to feedback on the requirement and a list of books are taken from the concerned departments and faculty are involved in the process. The finalized list of required books is duly approved and signed by the Principal/Director. To ensure the return of books, 'no dues' from the library is mandatory for students before appearing in exam. Annual maintenance contracts are done for the software used in the library. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

- ❖ **Computers Maintenance** and support are carried out by system administrators. Record is maintained by lab In charge Regular up-gradation is carried out for computers and software and supervised by the Management. There is systematic and regular disposal of waste of all types of e-waste.
- ❖ **Canteen Facilities:** The college provides Canteen facilities to students and staff through a third-party contract which is reviewed after the contract period for renewal or new contract with other service providers. The canteen is maintained by the service provider but facilities like water, electricity and other infrastructure including painting is provided by the college and these facilities provided by the college is maintained by the maintenance department.
- ❖ **Transport Maintenance:** The college has a transport department which is responsible for maintaining College buses and other vehicles. There is a separate parking facility is available for the students at the college which is maintained by the maintenance department.
- ❖ **Hostels:** Institution has a separate hostel facility for boys and girls The superintendent and hostel wardens look after the maintenance of the hostels and mess assuring the quality and hygiene in the hotel.
- ❖ **Sports facility:** Regular maintenance is carried out for gymnasium, sports equipment by the respective In-charge
- ❖ Fire extinguishers are installed and are checked every year
- ❖ For electric work, electricians are appointed on the roll.
- ❖ Washrooms and restrooms are well maintained. Dustbins are placed on every floor. The Green Cover of the campus and maintenance of lawns is well maintained by a full-time gardener. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping is maintained.

