

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

(Laboratory, library, Sports, Computers, Classrooms etc.)

The college is situated on 7 acres of land and has a library building, Laboratories, offices, and classrooms. Principals monitor all the infrastructural facilities by assigning authority and responsibility to the campus development committee and all heads of the departments. The Office Superintendent of the college monitors all other infrastructural maintenance through the non-teaching staff. Facilities such as Class Rooms, Laboratories, Computer labs and seminar hall are maintained by allotting work to the non-teaching staff. The library committees look after the functioning of the library and various other committees coordinate with each other to enable the students to avail maximum facilities provided by the college. The requirement and list of books are taken from the concerned departmental teachers and Heads and allocation is done as per the availability of funds. The external electrician takes care of repair, service, and maintenance of electric fitting and electrical equipment periodically and the maintenance of water purifiers is done through outsourcing. Minor maintenance of ICT facilities is done by non-teaching staff.

1. Laboratory: Cleaning of classroom, seminar hall, laboratories, Staff room, Office, Library, Corridors and washroom is done daily by nonteaching staff. Outsourcing is done for the maintenance of wooden work, furniture, electrification, and plumbing.

2. Library: The books in library are accessioned, stamped and then shelved subject wise. Book binding is done for damaged books to prevent further damage. Institution has constituted a library committee for smooth functioning and efficient working of library. A suggestion box is kept in the library for improving library services and rendering the library user friendly.

3. Sports: The record for usage of sports is maintained in the Gymkhana.

4. Computers: A computer Technician is available on phone call for the maintenance of the computers and IT facilities. The institution takes measures to upgrade IT infrastructure as per requirement of faculty & students. Working of LCD is checked on regular basis.

5. Security-CCTV Cameras are fixed in the campus for maintaining tight security. A Watchman security.

6. Ground: Ground is always maintained and ready to play by the department

6. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Employees

