

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

The classrooms, seminar halls and laboratories, department office staff rooms, admin office are cleaned and maintained regularly. Maintenance wing which is under the control of administration is taking care of the complete campus maintenance like classrooms, water supply, gardens etc. General maintenance includes maintenance of civil, plumbing and electrical works. In case of any failure or requirement of repair / service, concerned in-charges will execute a work requisition through HOD to carry out the maintenance activities. During class committee meetings student's feedbacks are taken on infrastructure facilities and suitable actions are taken wherever necessary. Solid and Liquid waste are recycled and reused periodically.

LABORATORIES:

Well trained technical staffs maintain the equipment and machineries in the laboratories. All the laboratories are with power backup facility (UPS) and also power generators. In case of any failure or requirement of repair / service, concerned in-charges will execute a work requisition through HOD to carry out the maintenance activities. Stock register, consumable registers and bill copy of the equipment and materials for lab is maintained. Stock verification is being carried out every year through proper channel.

COMPUTERS

Lab assistants under the supervision of the System Manager maintain the efficiency of the college IT infra like computers and other accessories. System Manager along with the instructors of the respective labs are responsible for updating firewall, antivirus, office automation and other software, Microsoft campus agreement and also hardware chips to meet the requirement of the course and curriculum. Preventive maintenance and breakdown maintenance procedure is followed so as to ensure maximum availability of the systems in the lab. Users are informed to follow do's and do not do's pertaining to usage of computers

LIBRARY

The librarian tackles issues relating to library facilities. To ensure return of books, "no dues" from the library is mandatory for students before appearing in exam. The proper account of visitors on daily basis

is maintained. 100% physical check of books will be done in the beginning of academic year. The activities like fumigation, preservation of books from insects, dusting and shelving of reading materials promptly on regular basis by the housekeeping /Library Staff. Students and faculties will login to library through the scanner in the entrance which will furnish the details of the particular user. Books will be issued after scanning the barcode of the student or faculty identity card and books to be issued shall also be scanned for its barcode. E-Library has been made accessible through login ID and password so that to keep its resources secure.

SPORTS COMPLEX

Regular maintenance of the college Basket Ball court, Volley Ball court, TT courts and GYM are done under the supervision of physical director. College uses some labors for daily wages to keep the play field clean and good condition. Students are allowed to use indoor and outdoor facility and required sports infrastructure by prior permission from the physical education director. Students are allowed to practice and play the games after the class hours Safety precautionary measures are also taken care.