

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has appropriate systems and procedures for maintaining and utilizing physical, academic and support facilities.

Maintenance of Network Infrastructure & IT Support:

Maintenance of networks infrastructure & other IT related equipment is taken care of by **System Admin officer** and his team.

Routine computer maintenance, software installations, networking issues are handled by the System support staff. Maintenance of computing facilities, other IT support, LCD projectors and CCTV cameras maintenance etc is also carried out by team of technical staff under system admin.

General record keeping & audits of all the equipments in the laboratory is done at department level. Stock registers and log books are maintained. Entries relating to the repairs and maintenance of these equipments are entered in this register. Students & faculty can register their complain/request related to lab equipments in the laboratory which are attended on priority basis.

The equipment with major repair, are repaired by outside agency. After receiving quotation for maintenance and repair charges, necessary approval from college authorities and management is taken. Thereafter the, equipment is sent for repairing by issuing gate pass and the status of repair work is tracked. Respective head of the departments also monitor the effective utilization of the laboratories.

College website & ERP maintenance is out sourced to external agencies.

Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year

Maintenance of Buildings and Infrastructure:

Maintenance of buildings and related areas are undertaken by the Admin department. Maintenance staff consists of Electricians, Carpenters, Plumbers and other service personnel. Admin office and his team are involved in the monitoring & maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house- keeping. Pest control of library books and records is done every year by the maintenance department.

Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor.

Physical resources like Class rooms, labs, seminar halls, auditorium, hostels etc come under daily maintenance. The Admin department takes rounds of all the class rooms and auditorium every day. In case of requirement for maintenance such as lights, fans, benches, etc., will be attended by maintenance staff.

The campus maintenance is monitored through surveillance Cameras

The maintenance of equipments 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.

The other emergency maintenance like replacing bulbs/tube lights, repairing of water taps, cleaning of blocked drains, etc. are taken care of by the multi-tasking staff

Library Maintenance:

The library is fully digitized and is open even after class hours. It has computer terminals with internet facility and large reading spaces. A regular update on new additions is provided by the library. The librarian is the in charge for handling all the maintenance works required in the library through maintenance staff. He takes care of utilization of books, computers and other learning materials in the library. The support staff regularly monitors the library to ensure and maintain all text books, reference books, articles, competitive examination books, magazines, journals, e-magazines, e-books and e-journals. Regular swabbing of the library sections, regular cleaning of the racks, up keeping the quality of the books with needed binding are in place

Sports and Games:

The Sports officer takes responsibility for all repairs pertaining to sports equipment and courts. He has to maintain courts properly on daily basis with the help of the maintenance staff.

He maintains sports facilities through regular monitoring of the equipment for indoor games and outdoor sports. The institution has a well maintained infrastructure for sports like cricket, basketball, volleyball, badminton, football etc.

Electrical Facilities:

Electricians are available round the clock to address power breakdown. Admin department monitors the services of electricians. They perform regular checks in classrooms and in the campus to ensure that all electrical fittings are in excellent condition.