

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college has a budget allocated for maintenance and repair of physical and academic infrastructure and other support facilities as per the requirement. The in-charge of the departments informs the college authority about the various requisitions in regard to repair and maintenance.

- Laboratory
 - ✓ Repairing and maintenance of different laboratory instruments/equipments including microscopes are done on a regular basis. Some instruments are given under AMC. Servicing records are maintained by department.
 - ✓ All the computers of laboratory/browsing centre/office are given under AMC and maintained by ACC Infotech
- Library
 - ✓ The college library is maintained by cleaning, shelving, verifying the stock and weeding of unwanted materials.
 - ✓ The torn books are given for binding.
 - ✓ The KOHA Library Integrated Management software is upgraded time to time.
- Sports
 - ✓ The college has a mechanism for the cleanliness of the basketball court and adjacent ground.
 - ✓ Sport items for both indoor and outdoor games are regularly purchased as per student requirements.
- Others
 - ✓ Regular servicing of Air-conditioners, Photocopier machine, LCD projector and printers are regularly done.
 - ✓ All the rooms including the laboratories, staff rooms and library are disinfected and sanitized twice a month with pesticide sprays.
 - ✓ All the classrooms and washrooms are regularly cleaned to maintain hygiene.
 - ✓ The garden is maintained and beautified by the gardener and efforts are made to make the campus more eco-friendly.
 - ✓ The lift which is used by staff members as well as students is maintained by Kone Elevator India Ltd.
 - ✓ The website is maintained by Braindrops