

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
 - ✓ CCTV cameras installed for surveillance

- 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.
 - ✓ CCTV cameras installed for surveillance

- Sports
 - ✓ The college has a mechanism for maintaining 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
 - ✓ Online admission system and college office automation software by 3S Software Private Ltd
 - ✓ The College website is maintained by Braindrops
 - ✓ Computerized Accounting software by COREL ACE
 - ✓ Computerized salary statement by Easy Pay software
 - ✓ Regular servicing of Air-conditioners, Photocopier machine, LCD projector and printers are regularly done
 - ✓ All the rooms including the classrooms, laboratories, staff rooms and library are disinfected and sanitized twice a month with pesticide sprays
 - ✓ The College campus including all classrooms, staff rooms, office, corridor, the college bus has CCTV Cameras installed for surveillance
 - ✓ All the washrooms are regularly cleaned twice a day to maintain hygiene
 - ✓ The college campus is being sanitized regularly after the college has reopened post lockdown. The temperature of every person entering the campus is checked by the security personnel
 - ✓ 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 and students is maintained by Kone Elevator India Ltd