

Procedures and policies 2019-20

- The college has a maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.
- The maintenance committee is headed by the Administrative Officer (AO) who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Administrative Officer and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their floor-wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency/working condition of the infrastructure.
- Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus to provide a congenial learning environment.
- Classrooms, Staffrooms, Seminar halls, Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Washrooms and restrooms are well maintained. Dustbins are placed on every floor.
- The Green Cover of the campus is well maintained by a full-time gardener.
- The optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of generators, Air Conditioners, CCTV cameras and Water Purifiers.
- Most of the classrooms are equipped with a projector, microphone and speakers. The maintenance is monitored by a system administrator with supporting staff.
- Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories.
- Parking facility is well organized for both staff and students.
- The campus maintenance is monitored through surveillance Cameras.
- 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.
- The civil and electrical work is adequately monitored and maintained by the administrative office.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break to keep things ready for the new semester.
- Pest control of library books and records is done every year by the maintenance department.
- The supervisor and his team are involved in the 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 housekeeping. The workers look after the maintenance of restrooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored.
- The non-teaching staff is also trained in the maintenance of science and computer equipment.
- Sports and Games is an internal part of the college and coaches are available for the students–Table Tennis, Cricket, Volleyball, Badminton Court and other indoor games are a few of the highlights areas are well maintained.
- A well maintained indoor gymnasium
- Solar panels and garbage segregation in the hostel and residential take care of the environmental needs.