

**The Policy and the Procedure for Maintaining and Utilizing Physical Academic and the Support Facilities:**

- There are established systems and procedures for maintaining and utilizing physical, academic and support facilities—The College has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.
- The maintenance committee is headed by the Principal who in turn monitors the work of the supervisor at the next level. The supervisor is accountable to the Principal and functions as the coordinator who efficiently organises the workforce, maintaining duty files containing details about their individual floors building wise responsibilities timings, leaves etc.
- The maintenance officer conducts periodic checks to ensure the efficiency/ working condition of the infrastructure.
- Adequate in-house staff is employed to meticulously maintained hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment.
- Classrooms staff rooms Seminar halls and laboratories etc. are cleaned and maintained regularly by non-teaching staff assigned for each floor.
- For cleanliness, the institution has outsourced it to a private firm. It looks after the cleanliness of all the buildings, washrooms and the campus too.
- There are laboratories in all the science departments and in geography building too. The Head of department is in charge of the maintenance of these. There are lab attendants to take care of the upkeep of the lab manuals, equipment, instruments & furniture etc. In case of wear & tear, it is reported to the Principal, who follows the procedure & forwards the maintenance committee for the necessary action.
- Sports Professor is in-charge to maintaining the Sports Complex & the appliances. There are 2-3 assistants who keep a vigil at the damage and breakage of the equipment etc. He forms a committee into this matter and forwards the purchase list and write off the damaged equipment. The schedule and record of the sports events held in the college and inter collegiate events are also maintained by him.
- There are 3 garden sections in the campus. A team of full time gardener maintaining & care for them.

- Librarian is in-charge of the main Library. There are asst. Librarians and book lifters who take care. The department library is under the Supervision of HOD who appoints a faculty to be in-charge of the books. Maintenance of almirahs, sprinkling of insecticide, binding of books takes place at regular intervals. Every department maintains a stock register for the available equipment, instruments and chemicals.
- There is a maintenance team comprising of an electrician, plumber, carpenter etc., with an in-charge supervisor who monitors this.
- Parking facility is well organised it is efficiently maintained by a newly renewed contract employees.
- The campus maintenance is maintained through 20 surveillance cameras.
- The department of Computer Sciences responsible for the maintenance of the computers installed in the institution.
- Canteen committee ensures the efficient management of canteen towards providing hygienic healthy and tasty food and monitoring of the prices.
- Visiting Dr. R. P. Mishra, Dr. Madhuri Mishra and Dr. C. M. Tiwari attend to the queries and the problems of the stakeholders during their visit. The Red Cross committee ensures the maintenance of the equipment such as oximeter, oxygen cylinder, Glucometer, BP instrument, medical bed, wheelchair, water purifier, sanitary vending machine etc.