

2019-20

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 maintain 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.
- Washrooms and rest rooms are well maintained and dust bins are placed in every floor. The green cover of the campus is well maintained by a full-time gardener.
- Optimum working condition of all properties, equipments on the campus is ensured through annual maintenance contracts. The AMC cost per view includes maintenance of generator air conditioners, CCTV cameras and water purifiers apart from contract workers. The college has trained in house electrician and plumber.
- Lab assistance under the supervision of the Head of the Department maintained the efficiency of the college computers and accessories.
- Parking facility is well organised it is efficiently maintained by a newly renewed contract employees.
- The campus maintenance is maintained through 20 surveillance cameras.
- Every department maintains a stock register for the available equipment , instruments and chemicals.
- Proper inspection is done and verification of stock register takes place at the end of every year.

- The civil and electrical work is adequately monitored and maintained by the in charge of electricity department.
- Periodic reporting on requirement of repairs and maintenance are submitted by the Head of the Departments to the administrative officer by a team the requirements are collectively processed in every semester break so as to keep things ready for the new semester.
- Upkeep and binding of the books of Central and departmental library is done by the maintenance departments.
- Maintenance officer manager and his teams are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of Civil works such as furniture repair, masonry and plaster works, painting, carpentry, plumbing and housekeeping.
- The non-teaching staff is also trained in maintenance of Science and computer equipment.
- The supervisor looks after the maintenance of restrooms, approach roads and neatness of the entire premises housekeeping services irregularly executed and monitored.
- The gymnasium and the equipment's are maintained by the sports committee. The committee also learn the annual sports event.
- 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.
- Online value added courses and online feedback of students is taken by the campus technology app.