

POLICY AND PROCEDURES FOR MAINTENANCE OF INFRASTRUCTURE, ACADEMIC AND STUDENTS SUPPORT FACILITIES

- We have established 38 academic and administrative committees to carry out academic, administrative as well as student support activities throughout the year.
- All committees will work under supervision and guidance of Principal /*College Development Committee*.
- Requirements of infrastructure maintenance and infrastructure development will be identified by *Building Committee*.
- Requirements of campus cleaning and neatness in campus will be identified by *Campus Cleanliness and Sanitation Committee*.
- Requirements of plantation and maintenance of Botanical garden and general garden will be identified by *Campus Development Committee*.
- Requirements of books, journals, e-books, internet connectivity, spraying of pesticides, cleaning of books as well as cleanliness of Central Library, these issues will be identified by *Library Advisory Committee*.
- Issues related with Indoor Sports Complex and Playground will be handled by *Gymkhana Committee*.
- Maintenance and cleaning of Classrooms and Science laboratories will be identified by *Building Committee*.
- Issues of primary level related with computers and other ICT facilities will be handled by Department of Computer Science. Major issues are to be solved by hiring technical experts.
- The requirements and issues of various types are to be discussed by the concerned committee and the same will be submitted before the *College Development Committee*. *College Development Committee* will execute necessary actions.
- The administration has appointed various group D employees for the cleaning and maintenance of various departments in college. Specific areas/rooms/departments/classrooms are allotted to the group D employees. They will regularly perform their assigned work of cleaning and maintenance.
- The Office Superintendent will oversee the work done by the group D employees.
- For maintaining cleanliness in the campus, dust bins are available at 15 corners in the whole building. Each department has a dust bin. The inner and outer campus of college is clean and neat. All stakeholders will use dustbins to keep campus clean.
- Cleaning and maintenance of Wash-rooms and lavatories is done through the scavenger who is paid consolidated salary.
- The institute regularly maintains the laboratory equipment thereby checking the working status of instruments.
- For security of physical facilities in the college, CCTV cameras are placed at entry point of the college and other crucial locations are also under CCTV surveillance.
- The Ladies room is equipped with necessary facilities and is well maintained.
- Sufficient water storage tanks are placed overhead and are taken care through regular cleaning and maintenance. Water filters are cleaned and serviced after regular time intervals
- An 8.5 KV generator is installed in the college. It helps in maintaining regular power supply in case of power failure.
- The fire extinguishers are placed at crucial locations and are refilled on timely basis.

Principal