

PROCEDURE AND POLICIES

The institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college are as under

Building infrastructure

- There is a building committee to look after the maintenance, repair and construction work related to the building and other infrastructure like water, power supply and gas.
- A continuous effort is made to provide dedicated and secure space for equipments and tools.
- During all maintenance and up gradation work related to civil and electrical matters, various designated committees verify the work done by the contractors.
- Institution being RUSA beneficiary, had conducted renovation and upgradation work, which was monitored by PMU (Project Monitoring Unit) effectively.
- All minor faults are attended and repaired by hired technicians, carpenters etc.
- Maintenance of toilets and service areas are outsourced through various external agencies.

Computer & IT infrastructure

Maintenance and up gradation is looked after by computer maintenance committee from time to time.

- Computers are taken care of regularly by hired professionals to ensure that the equipments perform well.
- Dead stock register is maintained to keep account of the non-functional equipments and equipments like computers, printers, etc.
- The internet lines are maintained by BSNL

Laboratory equipments/ machinery

- Gas connection pipe line is checked regularly for any leakage by able technicians.
- Stock register of laboratory for keeping a list of chemicals, glassware and any other instruments used in the laboratory is maintained. A dead stock register is also maintained to

keep account of the non- functional equipment and machineries etc.

The laboratory equipment is maintained at the departmental level by the staff or through hired technicians annually and/or whenever necessary.

Furniture/ related items

There is a dedicated staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. The committee brings to the notice of the authority the needs of repair work and certify after the work has been completed.

To improve the physical ambience of the campus, several initiatives are taken from time to time. Some of these are:

1. Periodic painting and white washing of building and labs.
2. Skilled people to maintain the lawns and upkeep of plants.
3. Adequate housekeeping staff for general cleaning and cleaning of rest rooms supervised by a supervisor appointed annually on contract basis