

4.4.2 Procedures and policies for maintaining and utilising physical, academic and support facilities.

Maintenance of Campus Facilities:

The college has a Maintenance Committee headed by the Principal, monitored by the Office Superintendent and comprising of teaching staff that oversees the maintenance of buildings, classrooms and laboratories. Additionally many divisions have contract with suppliers and private parties the repair and maintenance of college infrastructure. Improvement of the college ambience is given great importance and several initiatives have been taken for the purpose. Periodic painting and whitewashing of walls were undertaken along with tree plantation and ornamental gardening to uphold the green and pristine environment of the college. A block pavement with roof shading connecting the office to the classrooms was constructed to ensure swift and hassle free movement even in rainy days.

Most importantly a team of dedicated staff including cleaners, gardeners masons, plumbers etc are employed for the upkeep and service of the existing and upgraded infrastructure regularly.

Lab Assistants under the supervision of the HOD s maintain the efficiency of the classrooms, laboratories, library etc. Periodic reporting on requirements of repairs are submitted by the HOD s to the administrative office. The requirements are collectively processed before every semester break and necessary initiative shown to procure the same by the administration.

Maintenance of Electrical Equipments:

Reputed private parties are given the contract to procure, purchase and monitor all electrical and IT equipments. Repair and replacements are also done from time to time based on complaints and reviews by concerned departments. The teaching and Non-teaching staff are also trained in the basic maintenance of these equipments.

Maintenance of Canteen:

The canteen committee has been responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy including maintenance of hygiene and fair pricing. The committee has also overseen the upgrade of the canteen into separate wings for teachers and students to ensure smooth and happy functioning. The canteen has also increased its strength and capacity to accommodate all events of the college and make the canteen not just an eating space but a forum for exchanging ideas and vibrant conversations.