

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college holds regular meetings of various committees constituted for the purpose of allocating and utilizing the available financial resources for the maintenance of different facilities. The infrastructure policy of the College is preplanned, developed and revised considering the statutory necessities, technological enhancements, infrastructure, and transportation based on requirements and the guidance of the Governing Council. The college has 41 nonteaching staff for maintenance of library, Science Laboratories, landscapes, college transports, and parking. The Campus Manager is meant for maintaining infrastructure looks of the entire college campus and the workers report to him regularly. Sanitary workers are deployed in each one of the buildings for the regular cleaning and maintenance of the classrooms. Fulltime Lab Assistants are also employed for the maintenance of laboratory equipment. The Vice-Principal, accompanied by the staff of Computer Science, undertakes the maintenance of college website. A System Administrator is in charge of the maintenance of software, installation and networking and the maintenance of computers. Besides, the security guards are permanently appointed who work in shifts. Sophisticated instruments and equipment are under AMC. Non-regular works such as carpentry, painting, masonry etc. are outsourced. Furniture are checked for condition and repaired from time to time. Gardeners are appointed permanently. Gardening and watering plants are done with the use sprinklers. In-house staff will look after electrical and electronic repairs as per issues registered with the office. The entire campus is cleaned through by the Conservation workers appointed permanently. The restrooms are washed and cleaned frequently by the sanitation workers appointed fulltime. The College maintains an ambience through eco-awareness notices like Litter-Free Area and Plastic Free Campus. The playground and various courts are always maintained ever ready for the conduct of the events. College has a system to carry out auditing and verification of resources in different departments and other facilities like laboratory, library etc. The Seminar Hall/ Viva-Halls are maintained properly. A record is maintained to avail the Seminar Hall/ Viva Halls. The Heads of the Departments or the Staff in charge of the events are accountable for the utility and safe return of the availed space and equipment. There is a Reverse Osmosis Water-Purification Plant to supply drinking water to the students and staff. A librarian is appointed whose working time is between 9.00 a.m. and 5.00 p.m. on all working days. Students can utilize the library resources within its working time. A bar code is issued to each registered user. The browsing center at the library is facilitated with ten computer systems. A Physical Director is appointed to train and take care of the materials meant for sports and games. There is an indoor TT Court housed in the dining hall. The playground is maintained by support workers.