

4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The Maintenance is headed by the Office Superintendent who monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Office Superintendent and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual - wise responsibilities, timings, leave 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, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Sweepers . Wash rooms and rest rooms are well maintained. Dustbins are placed in the campus. The Green Cover of the campus is well maintained by a gardener. The preview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers.
- Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. The Lab Assistant is also trained in maintenance of computer equipment.
- As and when the maintenance is required for the infrastructure and the facilities, Institute put up these issues to the management and the work is carried out accordingly.
- Parking facility is well organized. It is efficiently maintained by annually renewed contract employees. The campus maintenance is monitored through surveillance Cameras.
- The office Superintendent workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored.
- Monitor electrical equipment such as Generator, UPS, and Batteries monthly whenever necessary call the contractor (belonging to equipment) in case of major fault. The contractor analyses the fault and submit its report.
- If the replacement of any part is necessary then call the quotations & purchase as per centralized purchase procedure. Inspect the work done by the contractor and ensure smooth functioning of equipment and report of completion of work is given to Director