

The Policy for Maintenance and Utilization of Physical, Academic and Support Service facilities assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college.

AIMS:

- 1.To achieve optimum utilization of facilities and services for the benefit of stakeholders.
- 2.To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
- 3.To prevent misuse and misconduct of resources and services.
- 4.To achieve timely up-gradation, replacement and repairing of the resources and services.
- 5.To set standardized maintenance and utilization procedures for resources.
- 6.To reduce probabilities of accidents at workplace for ensuring safety.

The mechanism for implementation-

Administrative office The administrative office is a ground level step to fulfil the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office in consultation with the Principal.

Infrastructural Facilities:

The College has various committees which function for the up keeping and embellishment of the building and other physical facilities available. For the development of campus beautification there is an efficient Campus beautification and Maintenance Committee. This committee monitors all the activities. Planting of seasonal trees and plants is carried out in the college premises regularly. Lawns are maintained on regular basis. The interiors of all the blocks like display board, notice board is looked after by the same committee.

To look after the construction work the College has Infrastructural Construction and Maintenance Committee. Construction, repair and maintenance of the building and all repair works are done through PWD as per instructions of the government.

Class four employees are allotted rooms which are to be kept cleaned and properly arranged by them. Broken furniture, notice boards are repaired by the carpenter of the college, he brings into the notice of the authority the need of repair work and certifies after the work has been completed. We also have an electrician who is responsible for all the electricity related work. As far as possible for a fully government owned institution, a constant effort is made to provide secure space for necessary items of repair and tools. The College has 07 invertors for uninterrupted power supply. Maintenance of toilets and service areas are outsourced through an

external agency. For drinking water supply the college has installed water purifiers and water coolers.

Library: To keep the library updated, regular acquisition of books and periodicals is necessary, for this a decentralised purchasing process is adopted. After the purchase process is completed, books are classified and catalogued using DDC and SOUL software respectively. Circulation in the library is done using SOUL library automation software. E-resources like NLIST and DELNET are also subscribed. Any user can view the library catalogue using WebOPAC. A reading room with the capacity of 100 students is there. Annual stock verification is done to check the collection and weed out old and non-useful items. Security cameras are also installed in the library.

Sports Complex

The sports complex is maintained by players and support staff. The equipments are oiled/greased frequently. The ground is cleaned for practice and to conduct the games. Volleyball, Basketball, throw ball, wrestling mats as well as carom sets, badminton rackets, balls, ropes, chess set, boxing gloves, throw disks and physical exercise equipments etc. are used for various games. All these sports equipments are used to train and motivate the players to participate in games/competitions organized at local, district, university and national levels.

Computer and IT Infrastructures

We have the facilities of Bio-metric Machine to maintain the arrival and departure of faculty members and staff. Annual Maintenance has been provided by relevant expert for the regular maintenance of ICT facilities and their up-gradation in the College.

Laboratory Equipments

Maintains stock register by laboratory for keeping a list of instruments used in the laboratory. Repairing of broken items is made on as and when required by the service providers. Maintains dead stock register regularly to keep account of the non-functional equipment.

Purchase committee

The annual review of the facilities and services are made by stock verification committees. The report is put forth in the meeting of purchase committee chaired by the principal. In these meetings, priorities are fixed and important decisions are referred to the Janbhagidari Samiti meetings. After receiving permission from IQAC chairperson and Janbhagidaari Samiti , the purchase or maintenance expenses are utilized as per the predetermined procedures.