



PROCEDURE AND POLICIES FOR MAINTAINING PHYSICAL AND ACADEMIC FACILITIES

The college follows a well-established system for the maintenance and utilization of its physical and academic facilities to ensure its sustainability. This is primarily achieved through the monitoring of various committees like IQAC, College Council, Building Committee, Purchase Committee, PTA, etc. The college ensures transparency, efficiency, and accountability concerning the maintenance and utilization of its facilities. The rules and regulations of the library, labs, and laboratories are displayed and given in the college academic handbooks. Every department has common procedures to collect complaints and directions from students and parents for proper maintenance. The college management hires the service of local agencies for the maintenance of infrastructural resources. Annual maintenance contracts are given for all electronic and other laboratory pieces of equipment.

Laboratory

The college has two science laboratories under the departments of the college. The department keeps complaints and maintenance register. The Labs are maintained by the lab assistants.

Library

The Library development committee is formed for the proper management and maintenance of academic development as well as infrastructure. The library facilities are automated using integrated library management software. IT infrastructure is improvised in the libraries. OPAC system for book search has been devised and regularly updated. Proper stock verification is done regularly.

Physical Facilities

The college runs a building and space management committee that allocating an adequate budget for annual maintenance of college infrastructure. Major equipment, ICT instruments, and UPS are under AMC. The college has a Solar panel of 100KVA as an energy source, a diesel-powered generator of 100kVA in case of emergency.

Waste Management

The College Management along with various clubs like NSS, Bhoomithrasena, Ecoclub accomplish the mission of reducing the generation of waste material on the campus. The generated waste is separated into solid, liquid, and e-waste which are effectively disposed of. To preserve campus as a plastic-free zone, the institution effectively introduced Green Protocol and discourages the use of plastic. The college and hostel canteens are equipped with Biogas plants and the collected food waste is deposited in the biogas plants.

IT Infrastructure maintenance and e-Waste management

The college maintains two computer labs with a technical Assistant and lab assistants for ensuring the proper maintenance and functioning of computers in the college. The college has signed AMC with companies like Corbis Business Corporation which ensures proper installation, maintenance, periodic checking, and the proper disposal of non-working items. A stock register is maintained. All computers are connected to an IBM Server through a Cyberoam firewall for cybersecurity.

Sports Facilities

Department of Physical Education regularly monitors the maintenance of Sports Facilities and Gymnasium. The college hires professionals for special sports training and field maintenance. Stock and maintenance register being kept in the department.