

Procedures and policies for maintaining Infrastructure

Institute has well defined policies for maintenance and utilization of all its physical and academic facilities which includes use of equipments in various departmental laboratories, computer peripherals and other technological equipments used in digital classrooms. In this regards, all the policies and procedures are shared through college prospectus which is handed over to students in their first year.

Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the concerned support staff of the college. Regular monitoring of electrical equipments and fixtures is done and repaired immediately. Class routine is designed in such a way that there is maximum utilization of infrastructure and class rooms.

Quotations are taken from different agencies for the repairing of the equipments which are used in laboratories and one who can give effective service/price is given the work accordingly. Batches of students for Practical Examinations in lab. based subjects are prepared so as to give hands on experience to all the students.

In library, regular dusting and cleaning is done by the support staff of the college. Pest control is carried out so as to increase the life of valuables resources of library. Proper ventilation is done so as to maintain dry environment near book racks. Furniture and fixtures are repaired as per the requirement. Librarian conducts orientation programme to educate the users. New arrivals are exhibited on Display Board specifically installed for the purpose which is located outside the library. Separate computers are provided to the students for searching of books and internet search.

Available computers are distributed in departments, office, library, computer labs and other labs as per the requirement and load of the work. Computers are connected through LAN. Upgraded antivirus is provided for each and every computer. Maintenance and support are carried out by external agencies through AMC.

Regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the fields. Sport material is issued to the students as per the schedule. Gymnasium is used by students as per the given slot. Students are encouraged to participate in sport activities for inter-college, university level or national level sports competitions.