

#### **4.4 .2 Procedures and Policies for maintaining and utilising physical, academic and support facilities**

The 11 acre College campus with a vast infrastructure, installations and equipment is maintained by the College. The college has policies to carry out both preventive and post maintenance activities. Regular preventive maintenance is carried out through periodic checks of electrical, water installations, equipment, and sewage and garbage disposal. Emergencies are immediately attended to ensure a safe campus life. Normally Departments, Units, Halls, and students register their maintenance requirement with the college office who in turn attends to all such requirements regularly. The college office functions through SDA. Second division assistant who is assisted by team of Sanitary workers, Campus workers, Sweepers, Gardener, peon, office assistant and security guards. Maintenance of rest rooms and cleaning of classrooms and common areas are carried out regularly.

##### **Computer laboratory**

The computers available in computer lab and in administrative office are maintained through system Administrator of the College. The stock in the labs is verified annually, and damaged ones are discarded. Electrical and Electronic equipment are checked regularly at the end of every semester

##### **Classrooms:**

The classroom facilities such as blackboards, electrical fittings and furniture, etc. are regularly maintained by SDA

##### **Library:**

The Librarian, ably assisted by a team of support staff, looks after the maintenance of the library books, journals, periodicals, furniture, electronic equipment, computers and software. He co-ordinates with the System Administrator to ensure that maintenance is done regularly. Weeding of books is done on a regular basis in the general library, Inventory Management is made easy through this technology and software.

**Sports Complex:**

The Sports Complex comprising different playing fields, track & field, Indoor Stadium, Gym is regularly cleaned and well maintained by support staff. Regular mopping of the Indoor Stadium is done. The support staff are involved in the preparation of the Sports Complex at the time of various sporting events. The sports officer oversees general maintenance of the Sports Complex.

**Power generation and energy conservation:**

All buildings are connected through a 82.2 kVA generators to provide uninterrupted power supply. All power/electrical installations are under AMC for proper maintenance.

**Rain water Harvesting:**

The rain water harvesting is implemented throughout the campus and maintained.

**Water supply:**

The RO purifiers are cleaned and maintained on a regular basis. The 5 large overhead tanks, one well and one bore wells are periodically maintained.

**Medical facilities:**

A Clinic with a medical officer is available on campus

**Parking Facilities:**

Adequate parking facilities for bicycles, motorised two wheelers and four-wheelers are available at various locations.

**Security:**

The College security operation is outsourced and 3 security guards provide security throughout the College campus round the clock. CCTV is installed in all the prime locations of the Campus.