

The institution has a well – defined machinery in place for maintaining and utilizing physical, academic and support facilities:

Maintenance Policy & Procedures:

The principal, Planning Board, representatives of the Governing body of the Management are vigilant about the maintenance needs of all equipment, computer etc., of the departments, furniture and fixtures of class rooms and the buildings, construction & renovation, electricity, plumbing and carpentry. The Department Heads inform the Principal about all maintenance needs and with the sanction of the principal, the maintenance supervisor ensures that the required maintenance is carried out according to the need-based priority – emergency repair, special request, general cleaning & maintenance as well as inspective and preventive maintenance.

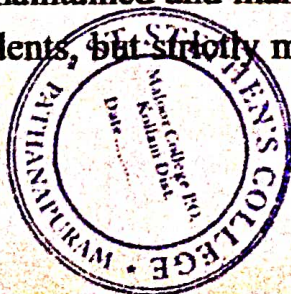
The available resources are optimally used. The infrastructure is also made use of by government and outside agencies for conducting various examinations and programmes.

Implementation of the Maintenance

Policy statement:

Physical Infrastructure: The maintenance and cleaning of the classrooms, seminar halls, auditorium, comfort rooms and other support facilities are done on a regular basis. The grounds and gardens are maintained by dedicated support staff under the supervision of campus beautification committee. The college also follows clean campus green campus mechanism by avoiding use of plastics and supporting renewable energy resources. The major funds which aid in the enrichment and maintenance of infrastructural facilities are from the Management, the PTA, the government (PD, UGC, FIST, etc.),

The Heads of the respective Departments superintend the research, PG and UG laboratories. Each of the curricular, co-curricular and extra-curricular facilities available in the Departments are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by a member of the



faculty, who is in charge of the particular class as their Group Tutor. The research-related facilities are made use of by the research scholars of the College on a time-sharing basis, under the supervision of the respective Research Guides, Heads of the Departments and the coordinator of the research committee.

The college has a Governing body and a planning board for the overall physical development of the college. The Planning Board envisages and submits proposals with a solid vision on the long term prospective progress of the institution. Moreover, the Board assists the College in drafting proposals and budgets to obtain financial assistance from various statutory organizations such as UGC, HRD, state government bodies, DST-FIST Scheme etc.

IT Infrastructure: The institution IT infrastructure includes various softwares, computers, LCD Projectors, Smart Boards, ICT enabled classrooms, Computer labs and Language lab. For the maintenance of computer systems and accessories, the college has contractual agreements with local service providers who carry out regular maintenance, repair systems and gadgets, whenever needed.

The college also has a website committee to identify strategic initiatives for the website and present it to higher management for review and updating. It consists of a convener and other members for maintaining and updating the website on a regular basis. It functions in a hierarchial flow chart mechanism.

- Each coordinator collects the information on the activities of their respective department which has to be updated on website.
- The coordinator sends the data to convener.
- Convener reviews the data and updates it on the website as and when received.

