

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities: - laboratory, library, sports complex computer, classrooms etc.

Infrastructure Policy

- A well-established system and procedure for maintaining and utilizing physical, academic and support facilities.
- Budgetary provision under different heads for maintenance and upkeep of the facilities available on the campus considering the anticipated expenditure.
- The College Development Committee - ensures that enough funds are allocated and utilized for maintenance and up keeping.
- The Building and Construction Committee, the Finance Committee, the Fund Utilization Committee and the Purchase Committee also contribute looking after the maintenance and utilization of facilities.

To maintain and upkeep the facilities, following measures are used:

Physical Facilities

- Keeping of stock register by the Administrative Office, Stock verification of laboratory instruments, library books, stationary, furniture, sports equipment's done once in a year by Audit Department of the Parent Institution
- Workshop for the maintenance of furniture and the work is done by the workers appointed on contract basis.
- Security guards are outsourced through registered security agency for the campus security.
- Workers are appointed on daily wages for maintaining botanical garden and also for classroom and campus cleanliness.
- Maintenance of buildings, colour work etc. is done by the workers appointed on contract basis.
- Watchmen are appointed shift wise on contract basis for the security of the campus.
- Fire extinguishing system is installed at administrative office, Library, science laboratories, hostels and wherever necessary.

Academics

In our college, we have the Principal, Vice Principals for each stream; HODs, faculty members who play their respective roles in all academic activities of the institution.

Classrooms

All class rooms, washrooms and college premises and the infrastructural materials are maintained by the non-teaching staff. Cleaning service is done by appointed supervisor and scavengers. Scavengers regularly clean the premises and clean all washrooms daily. Workers are appointed on daily wages for maintaining classroom.

Laboratory

- User register is maintained in each Research Lab
- Lab-in-charge maintains equipment and cleanliness of laboratory
- The electricians maintain and keep all the electrical instruments and generators and do all other electrical work.
- Generators are installed to maintain power supply all the time
- The voltage and power supply is regularly checked by the appointed electricians.
- The arrangement of battery backup and inverters for constant power supply.

- The instruments are calibrated by available electrician, technician and mechanic when it is required.
- Outsourced person and instrument supplier maintain the instruments and equipment's per need.

All the instruments in the laboratories are well maintained following standard operation procedures.

Support facilities

- RO water plants for purified drinking water
- Drip irrigation system and sprinklers for gardening and watering plants
- Non-regular works such as plumbing, painting, carpentry, etc
- Regular cleaning of toilets and washrooms
- Regular checking and repairing of classroom furniture
- Repairing and maintaining electric instruments

Sports

Sports rooms and Play Grounds are maintained by Physical Directors and supporting staff.

Library

The library is maintained by the Librarian, Assistant Librarian and Attendants. The library works to procure relevant and ample collection of books, journals, online and offline information sources to support all the courses offered in the college. Hence, it allocates an appropriate budget to procure the said source-materials to meet the syllabi of the courses. Every department has separate library. The library is automated with barcode facility.

Computers

The college has a well-developed system for providing IT facilities to the users. Both UG and PG classes are Wi-Fi enabled, which can be freely accessed by both the staff and students. IT infrastructure and maintenance of CCTV cameras and LED display is done by the workers appointed on contract basis.

Network

FIBERNET- Private Network

Common Facility Centre

College has well equipped common facility centre with high and equipment as like FTIR, TGA, DTA, DSC, Potentiostat, Spart Pyrolysis, Spectro fluorometer and HPLC . This facility is made available to students and faculty members of this college as well as nearby colleges and industries.

Equal Opportunity Center

In the college under the Equal Opportunity Center, students are informed about various government and non-government scholarship schemes. Also information about competitive exam guidance job opportunities is also given.



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