

MAINTENANCE POLICY

College has established a system for maintenance and utilizing physical facilities like Computer Lab, library, sports equipment, classrooms, electronics, and electrical equipment etc

This document provides a framework of assigned responsibilities for maintenance and utilization of infrastructure in the best possible way.

- The Cleaning of the corridors, office, computer lab, staff rooms, toilet blocks and library is outsourced.
- General cleanliness of the college campus, classrooms, computer lab, library, toilets etc. is undertaken regularly and supervised by the Vigilance, Safety and General Discipline committee. Classrooms along with fixtures are maintained by the D-class employees and supervised by the teaching staff from time to time. Students are also mentored to make conscious effort in upkeep of the classroom furniture and facilities.
- The services of plumber, electrician, carpenter, and computer analyst are available round the clock on call. Maintenance of water plumbing, plants, sewage, and drainage is undertaken by from time to time.
- The computer systems are maintained by a team of Instrumentation maintenance Assistants. For branded items like HP products , authorized service engineers are outsourced for maintenance works as and when the necessity arises. The Lifts and Biometric attendance Machines are maintained under Annual Maintenance Contracts.
- Anti-virus /Anti Malware software are installed and updated at specific intervals. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems.
- ICT facilities of the college are maintained by the teaching, technical and supporting staff of the computer labs. College has an arrangement with all service providers to call them whenever required and AMCs are done for all expensive equipment.
- All major repairs are identified, and outside expertise is sought for the repair with prior permission of the principal.
- ‘Library committee’ is in place for smooth functioning of the library.
- Proper cleaning, fumigation and exposure to sunlight are regularly taken up to reduce the risk of insects on documents in the library and administration office. Repellents are used to save the precious document from rats.
- Water coolers, photocopier, etc. are also available in the campus. The college is always keen on adding to the facilities that can be provided to the students to improve upon their learning experience.
- Fire extinguishers are in place at all prominent sites in the college. An annual inspection of the equipment is exercised to make sure that the system is intact and there are no vulnerabilities.

Safety of students has been one of the primary concerns of the college and to ensure that there is no untoward incident, CCTV cameras have been installed at all significant locations. The monitoring is done from the office of the Principal. A daily check is exercised to ensure proper functioning of the CCTV cameras and immediate measure are taken in wake of any issue relating to the cameras.