

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

It is a continuous and ongoing policy of the Management to revamp college infrastructure and facilities to meet the needs of the contemporary educational system. The available infrastructure and support facilities are upgraded/added and continuously maintained based on the inputs from various stakeholders like students and staff through feedback, maintenance book, and suggestion box.

Supportive Facilities:

Laboratory:

The college has well-equipped laboratories. Whenever a new instrument is purchased, it is installed by the concerned company engineer, and due care is taken until the expiry of the warranty period. Thereafter, the heads of the department have been delegated power of maintenance.

- **Laboratory Maintenance:** All repair, maintenance and upkeeps of labs are maintained by their lab incharges/technical experts.
- Weekly reports are generated on every Friday about the maintenance status, for undertaking maintenance work during weekend i.e. Saturday /Sunday and the work completion report is generated every Monday.
- Similarly, for academic facilities there are lab incharges and staff coordinators for maintenance.
- Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance and repair. The Advanced and Expensive Equipment are maintained through Annual Maintenance Contract (AMC). Small instruments /equipment like balance, microscope, pH meter, dissolution apparatus, mixer, hot plate are repaired time-to-time and maintained periodically.

Library:

The college has a fully-fledged library. The library is composed of reference books encyclopedias, thesaurus, dictionaries, diaries, yearbooks, handbooks, atlas, biographies, etc. A

library advisory committee looks after the maintenance and cleanliness of existing resources in the library.

Sports :

College offers a healthy education in a healthy environment. Director of physical education and sport along sports committee look after the maintenance of playgrounds and sports facilities.

- Sports infrastructure includes Basketball Court, one Cricket turf center pitches, Volleyball, and Ball- Badminton and well-equipped Gymnasium.
- In Gymnasium the college has treadmill, multi gym, cross-trainer, twister, cycles, weight plates, dumbbells, exercise ball, medicine balls and rowing machine.
- The games that are played in the college are Cricket, Basketball, Ball-Badminton, Kho-Kho, Athletics and Taekwondo, etc.

Sports equipment as well as fitness related equipment are made available for all these games to the students. Gym facilities are available for students and teachers.

Carom board, Badminton, Volleyball, Tennis ball, Basketball or any other sports equipment is issued to the students by depositing their student ID whenever they got free time in their schedule. Teachers can also issue these sports equipment by signing the Department Issue Register.

The teachers of Department of Physical Education keep a well-maintained record of all the sports equipment. Procurement of new equipment is done by following a proper procedure. The equipment are purchased according to the requirement of the teams that practiced for the Inter-College, State, National and other Open and Invitational Tournaments. Department also maintain the record of student attending daily sports practice, their refreshment and other requirements related to their respective game. Department also take care of the routine services of the various machines like grass cutting machine, gym machines, computer and printer.

The ground staff regularly maintain the ground by regularly mowing the grass, watering the dry areas, leveling the ground, marking of the play fields, maintaining turf wickets, weeding, pest control, edging of sidewalk on weekly basis during growing season and preparing ground for practice matches and tournaments. They also take care of electric equipment in the sports office/ gym/ changing room and sports store room like tube lights, fans, cooler.

Computers Laboratories :

Annual maintenance contract is given to vendor through proper tendering method for the maintenance and upkeep of all the computers in college. The college creates an adequate mechanism to maintain computers and other software and software equipment. The college appoints technical staff to take care of every lab and its related work.

- This department provides the integrated IT services like smooth running of ERP system named as College Analysts, up-gradation and maintenance of automation packages, troubleshooting of hardware, networking equipments, Biometric services, College website including internet connectivity, procurement of hardware, software etc.
- The College has Hi-Tech Surveillance System with high-resolution cameras along with day/night facility of distributed recording in a server room which are also maintained by IT department.

Classrooms :

The college classrooms are maintained and kept supervised by committees, heads of departments, and Mentor teachers. All classrooms are kept clean by hiring a private agency.

Classrooms and Building maintenance Physical infrastructure which includes the classrooms, administrative block, toilets, auditorium, new seminar room and journalism block is maintained by the caretaker under the supervision of AO's. Safai Karamcharis are hired on contract basis to do the cleaning of the whole building. Cleaning is done twice daily and Saturdays are days of deep cleaning and maintenance of the building. The plumbers, electricians and carpenter are hired for maintenance of electric jobs and maintenance of furniture by private agency. There is also a building maintenance committee which looks after the proper maintenance of the building Garden, front and back lawns are maintained by gardeners. Sports ground at the back of building is looked after by grounds men and Physical education department.

Electrical Maintenance:

- College has a separate section for power supply to ensure uninterrupted power supply and maintenance of electrical assets of 20 KVA, Generator sets, lighting, power distribution system, solar panel etc. are undertaken as per their maintenance schedule.

- Separate off grid Solar system is installed, which 8.96 Kwp Power generation for College.
- The maintenance of equipment's for water supply sets, sewage treatment etc. are undertaken as per standard maintenance schedule. AMC has been given to Private Agency
- Separate Complaint registers are maintained for various services like electrical, plumbing, housekeeping etc both for academic and hostel buildings.
- Fire Fighting equipment's installed in each academic blocks, labs, offices etc. are maintained by safety department.



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