Procedures and policies for Maintaining and utilizing different facilities

For maintaining, utilizing and up keeping of physical, academic, and support facilities which includes use of equipment in various departmental laboratories, computer peripherals and other technological equipment used in digital classrooms, the college has well-developed, well organized and decentralized policies. The policies and procedures for maintenance of different support facilities are available in the college website. In order to provide an effective learning environment within the college, all the classrooms and the college campus are cleaned on regular basis by the concerned support staff of the college. Beside this all the electrical equipment and fixtures are monitored at regular intervals and repaired immediately if repairs are needed. Class routine is designed in such a way that there is maximum utilization of infrastructure and class rooms of the college as well as the time of students.

In the beginning of the session the budget of the college is placed in the meeting of the Finance Committee and budgetary provisions are made for all these facilities. The Governing Body approves the budget or any major expense made for any such facility. Quotations are taken from different agencies for the purchasing or repairing of the equipment which are used for all these facilities and one who offers lowest price is given the work accordingly.

In all the laboratory computer peripherals have been set up in such a way which can provide a hands-on experience to all the students. In library, regular dusting and cleaning is done by the support staff of the college. Pest control is carried out so as to increase the life of valuable resources of library. Proper ventilation is done so as to maintain dry environment near book racks. Furniture and fixtures are repaired as per the requirement. Librarian conducts Orientation Programme to educate the users. New arrivals are exhibited on Display Board specifically installed for the purpose which is located outside the library. Separate computers are provided to the students for searching of books and internet search.

Regular maintenance is carried out for gymnasium, sports equipment and sport materials from experts in the fields. Sport material is issued to the students as per the schedule. Gymnasium is used by students as per the given slot. Students are encouraged to participate in sport activities in inter-college, university level or national level sports competitions.

Available computers are distributed in departments, office, library, computer labs and other labs as per the requirement and load of the work. For the maintenance of IT infrastructures (Wi-Fi, computers and servers), the college has appointed vendors. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems. Computers are connected through LAN. Upgraded antivirus is provided for each and every computer at specific intervals. Maintenance and support are carried out by external agencies through AMC