

**Procedures and policies for maintaining and utilizing physical, academic and support facilities  
2019-20**

For proper utilization and maintenance of its various facilities, college has laid down proper procedures and policies. In the beginning of each academic session, students are introduced to all the facilities. Proper use of laboratory, its equipment and their safety measures are also explained during the orientation.

Any issue regarding infrastructural repair is resolved after receiving a requisition which is addressed to the head of the institution. Further college deputed appropriate technical person as per requirement. Faculty or students can always approach the principal's office with complaints and requirements. Cleanliness of the classrooms, corridors, washrooms and other spaces is ensured by the cleanliness staff on a daily basis.

College has adequately trained personnel (senior lab assistants, technical assistants and junior lab attendants, sports attendant, ground men, gardener) to look after the maintenance of the equipment, various science laboratories, playground, networking and computers. This maintenance is carried out in a routine manner.

All the computers/laptops installed in various sections of the college are utilized by the end users. For repair/maintenance/upgradation of computers and related accessories, a non-comprehensive Annual Maintenance Contract (AMC) has been signed by the college with a private vendor. The laboratory staff of the college ensures good working and safe condition of all the laboratory equipment. Instruments and other equipment which require periodic calibration are recalibrated by the designated college staff using scientific protocols. In case of any major fault, technical help is sought from the same company who has provided the equipment. Unserviceable equipment is written off by following due process and then disposed of with the permission of the Governing Body.

Many of the major equipment like generator sets, 5-10 KVA UPS, water purifier, the EPABX system, Xerox machines, and computer systems are kept under Annual Maintenance Contract. For certain other equipment need based outsourcing, preferably from the manufacturer is done.

The college has a full-time electrician, plumber and carpenter. The electrician is for fixing electrical line and panel faults, maintenance of air conditioning, functioning electrical equipment, audio-visual systems for events/performances; overall state of electrical equipment, communication lines etc whereas the plumber is for ensuring adequate supply of water, functioning of bore wells, pumping of

water, regular cleaning of storm water and sewage drains; adequacy of facilities in washrooms; underground/overhead tank and industrial RO maintenance.

The area allocated for botanical, rose gardens, rock garden, playground and ecological space, are maintained by experienced and trained gardeners on a routine basis.

The College library is fully air conditioned with wireless internet access and computer workstations. New arrivals are displayed timely in the designated show-case just inside the entrance of the library on a regular basis. The users of the College Library are also provided with the facility of photocopying and printouts inside as well as outside within the College campus. A huge amount of information regarding electronic resources and databases is also provided to all the users by the College Library through its facebook page: <https://www.facebook.com/mmbeglibrary/>.