

## **Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities 2021-22**

The college has formed various committees for the maintenance of physical, academic, and sports facilities. The purchase committee ensures the purchase of required equipment whereas the maintenance committee oversees construction, repair, and renovation.

Many of the major equipment like generator sets, 5-10 KVA ups, water purifiers, the EPABX system, and xerox machines are kept under an annual maintenance contract. All installed computers, laptops and networking across departments, libraries, and administrative blocks are also under annual maintenance contracts (AMC).

In the laboratories, the attending staff ensures the smooth functioning of the equipment throughout the year by periodic maintenance using scientific protocols. If any equipment is found to be unusable, it is disposed of after due procedure.

The room upgradation committee takes care of the maintenance and upgradation of classrooms. The college has a full-time electrician, plumber, and carpenter to ensure the smooth functioning of laboratories, electrical equipment, and infrastructure. The S.O. (administration) supervises sanitary and security staff.

The I.T. committee looks after the computer, laptops, and software. The library committee supervises the purchase of books, magazines and journals.

Dedicated ecological spaces like botanical, herbal, rock , college gardens and playgrounds are taken care of by garden committee and gardeners.