

Procedures and policies for maintaining and utilization.



The college has well-established machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Academic Council, Planning Board, Building Committee, Purchase Committee and IQAC with necessary support systems.

For the purchase institute has a committee. The committee have the following procedure for purchasing any of the following.

- Committee call for the tender for the items which is going to purchase.
- When tender arrive all the committee member sign on it and open it.
- Then compare all the tender according to their prize and mac.
- The committee decided to give order to lowest prize company.
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PHYSICAL FACILITIES

- The maintenance of various buildings are achieved through periodic monitoring by the building committee and devising suitable proposal.
- Annual Stock verification for each department.
- Allocation of adequate budget for annual maintenance of college infrastructure.
- Sufficient support staff is appointed to upkeep infrastructure
- Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance.
- Provisions of Classroom Maintenance including furniture, doors and windows
- A computer instructor appointed by Management maintains Major ICT instruments.
- Regular electrician decided by Management solved electricity related problems.
- ACs and Water Coolers are regularly serviced.
- Plumbing maintenance and repair, including water supply and tube well done whenever it required by professional Plumber.
- Mechanical equipment and lab equipment are repaired periodically.
- Adequate protective measures like UPS, antivirus, firewalls, CCTV cameras.
- The water tanks are cleaned regularly.

LABORATORY FACILITIES

- A cost effective approach is followed in the laboratory network maintenance strategies.
- Annual stock verification of chemicals and glassware.
- The equipment and instruments are maintained by hiring services as and when required. lab Equipment are repaired periodically.
- The SOP for highly sophisticated equipment established and followed regularly.

- Refurbishing of laboratory equipment is done at regular intervals.
- Calibration of laboratory equipment done regularly.
- Wastage from laboratories is minimized using green protocol and reuse solvents. Wastewater of Chemistry Labs is collected and converted into clean water by Treatment Plant.
- For voltage fluctuation the institution uses voltage stabilizer and UPS.
- The institution has facility of mineral drinking water.
- All the valuable instruments, equipment and chemicals have separate space in specific cup-boards.
- There are ELCB switches in all laboratories as a safeguard for instruments
- Fire extinguishers are provided to every buildings and labs for safety purpose.

ICT AND INTERNET FACILITIES.

- The college has a comprehensive IT policy regarding service, data, and network security.
- The college has a mechanism of adopting free software and anti- piracy protocol
- Computer Instructor addresses internet broadband connectivity and Wi-Fi problems.
- The use of Internet facilities are distributed secured and monitored by Cyber Roam Software.
- In order to minimize e-waste, computers are serviced and reused as far as possible.
- The Dynamic College Website, College Android App, INTRANET facility are maintained by appointed Computer Instructor.

LIBRARY FACILITIES

- The library is automated regularly through software SOUL 2.0
- Maintenance and digitizing of rare books, back volumes, manuscripts and reports with special care.
- IT infrastructure are maintained regularly.
- OPAC system for book search has been devised and regularly updated.

SPORTS FACILITIES

- Physical Director and Sports Committee monitor the maintenance of Sports Facilities.
- Regular maintenance of sports equipment.
- Regular inspection and maintenance of sports fields and play Grounds.
- Giving top priority to the safety of the players by renewing protective guards.
- The equipment in Indoor and Outdoor Gymnasium are regularly serviced and purchase new ones whenever required.




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