PROGRAMME AND POLICIES FOR MAINATIANING AND UTILIZING INFRASTRUCTURE 2019-20

The institution has a well-planned schedule for the whole academic year. There is optimum utilization of available resources without disruption to any activity. There is an effective monitoring system through various cells and committees. Various committees prioritize the activities estimate the cost and initiate the process to utilize budget allocated. The annual maintenance and repair of the infrastructure is taken care by approved staff members. The technical personnel are engaged on remunerative basis for the maintenance of computer and communication system etc. The college makes effective arrangement for repair and replacement of furniture and other equipment available in the campus. It is a common practice to receive suggestions and demands from students, teachers and faculty members regarding infrastructure maintenance. The respective heads of cells and committees and concerned members discuss these issues with the principal. The classrooms have adequate infrastructural facilities for carrying out academic activities. The college laboratories are fully functional with all necessary materials, apparatuses and equipment. Stock registers are maintained for every laboratory. In science laboratory, safety measures are taken by keeping hazardous chemicals under lockers. Computer laboratory has adequate number of computers with required component configuration and also loaded with latest antivirus software. Need based up gradation of software and hardware and maintenance of ICT facilities is done by the institution from time to time. Free access to internet is provided to faculty and the students. The college library is well maintained in tune with the changing academic needs of the students. Library committee takes care of the library matters and ensures its smooth functioning. Every year, in the beginning of the session list of books in various subjects required by the faculty members, is invited. After that books are purchased by following proper procedure. Maintenance and utilization of library resources are done strictly following the library rules. The college campus is maintained by the maintenance committee of the college which looks after general cleanliness, support facilities like safe drinking water, waste management, washrooms, electric work and plumbing. In case of disruption in power supply, the diesel generator having a capacity of 62.5 KVA functions as the substitute source. All the electronic gadgets like projectors, computers, printers, photocopiers, air conditioners etc. are regularly serviced and reused. The responsibility to augment and maintain sports facilities (both indoor and outdoor) for the students is taken by the sports incharge. The maintenance of the sports courts, playgrounds and gymnasium is done on regular basis. The college has two full time gardeners who work under the supervision of gardening incharge for the maintenance of college lawns. The regular maintenance and cleaning of classrooms, laboratories, seminar rooms, library etc. is done by supporting staff under the supervision of cleanliness incharge.