

## **Procedure and Policies for Maintenance**

**Session: 2018-19**

1. Infrastructure

The annual maintenance and repair of the infrastructure is taken care by the institution in a very systematic manner through framing committees like

- a) College development and Building Committee
- b) Electricity Committee
- c) Purchase Committee
- d) Write off Committee
- e) Furniture Committee
- f) Amalgamated Fund Committee
- g) Campus Beautification Committee.

Team of carpenter, painter, gardener, plumber, ground men, blender and other supporting staff is ever ready to attend the minor faults, repairs, landscaping, cleanliness and the sanitation. For electricity backup silent power generator system is owned by the institution. Installation of voltage stabilizers and transformers control the voltage fluctuation. A big tank with water capacity of 25000 litres is timely cleaned for pure water for students and other purposes. College development fund and annual grants received by UGC financially support the maintenance of infrastructure.

2. Library

The college has well stocked library consisting of text books, reference books, journals and e journals with INFLIBNET facility. For proper utilization and maintenance of library, Library adversary Committee has been formed and following rules are adhered to

- a. Books from library can be issued for 14 days and Rs. 1 is charged per day per book after the given period.
- b. If student loses, defaces or mutilates a book, he/she has to replace it or pay double the cost of the book.
- c. Students are required to maintain pin drop silence and discipline while using books.
- d. The library consists of reference books section, book bank section and magazine section.
- e. The needy and meritorious students are issued books from book bank for entire academic session on recommendation of tutor and permission of principal.
- f. Old editions of magazines are issued to students for one day only.

### 3. Laboratories and Computers

The college has high tech computer labs equipped with systems of latest configurations, scanners, smart board, projectors etc. which provides computer facilities to all students and faculty members. Almost all the computers are equipped with access to internet. The computers and other electronic devices are maintained and repaired through funds available for maintaining computer as well as network facilities. As per the needs of curriculum, new software and hardware is arranged to facilitate learning in effective manner. Well equipped laboratories of physics, chemistry, sports psychology and language lab for better exposure to learning are available in the institution. The day to day maintenance of such is carried out by the staff appointed for cleaning, maintenance and record keeping. The equipment of laboratory are maintained through college development fund and annual grants received from UGC

### 4. Sports facility

A well maintained extensive playgrounds for volleyball, handball, hockey, lawn tennis, badminton, basketball and athletics is available. There exists facility of shooting range, sports auditorium and Gymnasium in college campus. The sports committee looks after the grievances and needs of players and facilities available to them. A regular staff for maintaining sports equipment, ground, shooting range and indoor stadium is appointed.