

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, Sports complex, Computers, classrooms

Established systems and procedures are in place for maintaining and utilizing the physical, academic and support facilities, the labs, library, sports facilities, computers and class rooms

For effective **utilization**

- ❖ Standard Operating Procedures are displayed in the labs, for the usage of major and sensitive equipment and the benefit of the students
- ❖ Log books are maintained to monitor the usage of desk tops, laptops and issue of sensitive equipment/tools in the Physics/ Chemistry/ Biochemistry/ Biotechnology/Computer labs
- ❖ Usage tips are displayed prominently near the RO water outlets/ coolers / washrooms / wash areas and switches for bulbs.
- ❖ Library usage instructions are given by the librarian to all the new students in an orientation session, displayed prominently in the library and printed in the College handbook
- ❖ Optimum usage of all the class rooms and labs





For effective **maintenance** of all the facilities in the College

- ✓ College has a trusted Team of technical personnel for maintaining its buildings, furniture, generator, electric, plumbing, computers, laboratories, gardens etc.
- ✓ The Maintenance Committee meets once a month to check on regular maintenance or special requirement and reports to the Office Superintendent
- ✓ The respective personnel undertake electrical/plumbing repairs and its maintenance.
- ✓ Separate 'Work done' registers are maintained for different services
- ✓ The buildings are regularly painted/ white washed. Dusting and sweeping are done daily and mopping is done regularly.

- ✓ The Computer Lab in charges look into minor repairs. Major equipment is under AMC for regular preventive and corrective maintenance. Major repairs are through request by the Head of the Department which is attended.
- ✓ Dust bins which are placed in all the class rooms, labs, wash rooms, corridors and ground are emptied daily.
- ✓ A sanitary napkin incinerator disposes the soiled napkins hygienically.
- ✓ The gardens in the College are continuously maintained – Green room, replanting and aesthetics
- ✓ All the lab equipment is maintained by the respective lab assistants besides dusting and cleaning
- ✓ The CFL electrical bulbs are replaced with LED bulbs.
- ✓ All the wash rooms are provided with running water supply and are washed regularly
- ✓ The furniture in the class rooms/ labs/ staff rooms/ library are all polished/ repaired/ replaced as andwhen necessary
- ✓ Minor repairs and polishing of furniture are taken up at the work shop in the premises
- ✓ All the water tanks are cleaned periodically.
- ✓ The solar panels are cleaned and maintained three times a week for effective functioning
- ✓ Removal of scales/ changing of filters of water purifying tanks are done periodically
- ✓ Regular oil change and servicing are done for the power backup generators.
- ✓ All the sports equipment is maintained regularly
- ✓ The Basket Ball court is cleaned at regular intervals
- ✓ The College ground is cleaned and weeds/ grass is removed periodically
- ✓ All the electrical, plumbing and mechanical repairs are immediately attended to by the concerned technicians
- ✓ The Canteen is kept clean and maintained well by sweeping and mopping.