

Procedures and policies for maintaining and utilizing physical, academic and support facilities

2018-19

For proper utilization and maintenance of its various facilities, college has laid down procedures and policies. In the beginning of each academic session, students are informed about the facilities and their utilization in the college and departmental orientation programme. Proper use of laboratory, its equipment and their safety measures are also explained.

Any issue regarding infrastructural repair is resolved after receiving a requisition which is addressed to the head of the institution. Following this college deputes technical person (plumber, electrician, carpenter) as per requirement. Cleanliness of the classrooms, corridors, washrooms and other spaces is ensured by the cleanliness staff on a daily basis.

College has adequately trained personnel (senior lab assistants, technical assistants and junior lab attendant, sports attendant, gardeners) to look after the routine maintenance of the equipment, various science laboratories, playground, networking and computers.

All the computers (desktops/ laptops) installed in various departments, Computer Centres, Science laboratories, Administrative blocks, Library and other sections are kept under Annual Maintenance Contract (AMC) for repair and maintenance.

It is the laboratory staff who ensures that all laboratory equipment is in working and safe condition and functional at all times. Instruments and other equipment which require periodic calibration are recalibrated by the designated college staff using scientific protocols. When College staff cannot deal with any technical snag, help is sought by the vendor who has provided the equipment. If the equipment is declared unserviceable, it is written off following due process and then disposed of with the permission of the Governing Body.

Many of the other major equipment like generator sets, 5-10 KVA UPS, water purifier, the EPABX system, Xerox machines are also kept under Annual Maintenance Contract. For other equipment need based outsourcing, preferably from the manufacturer is done.

The college has a full-time electrician, plumber and carpenter. The electrician is for fixing electrical lines and panel faults, maintaining air conditioning, functioning electrical equipment, audio-visual systems, communication lines etc whereas the plumber is for ensuring adequate supply of water, functioning of bore wells, pumping of water, regular cleaning of storm water

and sewage drains; adequacy of facilities in washrooms; underground/overhead tank and industrial RO maintenance.

The areas allocated for botanical, gardens, rock garden, playground and ecological space, are maintained by experienced and trained gardeners on a routine basis.

The fully airconditioned College library is a mixture of the traditional and modern reading and learning culture, wherein conventional reading spaces are equipped with wireless internet access and computer workstations. The library has an excellent collection of books along with access to a large number of electronic and digital resources provided by the University of Delhi through Delhi University Library System. New arrivals are displayed on a regular basis for keeping the users of the library abreast with the latest additions in their respective subjects. Whereas old books are periodically weeded from the library. The users of the College Library are also provided with the facility of photocopying and printouts inside as well as outside within the College campus.