

Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms 2022-23

College has established systems and protocols for the upkeep and utilization of its physical, academic, and support facilities, which include laboratories, library, sports, computers, and classrooms. Committees have been constituted to manage the maintenance of these facilities. The Purchase Committee is responsible for acquiring necessary equipment, while the Maintenance Committee oversees construction, repair, and renovation activities. Equipment, such as generators, UPS, water purifiers, the EPABX system, and xerox machines, are covered by annual maintenance contracts. Similarly, all computers, laptops, and networking infrastructure across departments, libraries, and administrative blocks are also under AMC. Within the laboratories, the staff ensures the smooth functioning of equipment through regular maintenance following scientific protocols. If any equipment becomes unusable, it is disposed of following established procedures. The Room Upgradation Committee focuses on maintaining and upgrading classrooms. The college employs an electrician, plumber, and carpenter to ensure the proper functioning of laboratories, electrical equipment, and infrastructure. The S.O. (administration) oversees sanitary and security staff, while the I.T. Committee manages computer systems, laptops, and software. The Library Committee supervises the acquisition of books, magazines, and journals. Dedicated ecological spaces, such as botanical, herbal, rock gardens, and playgrounds, are maintained by the Garden Committee and dedicated gardeners.