

## **PROCEDURE FOR MAINTENANCE OF FACILITIES**

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, computers, classrooms etc.:**

**Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. The Purchase and maintenance Subcommittee ensure that the upkeep and maintenance of all infrastructural facilities available in the campus are intact. Day to day cleanliness is carried out by the staffs appointed for cleaning and maintenance of the building and its surroundings. For routine maintenance of the civil structures of the college normally engage civil contractors who keep on adding to the existing infrastructures or maintain the structure that needs upkeep including oiling and painting. Workmen are engaged round the year in maintenance of fittings, furniture and facility systems like electrical and water supply networks, motors and pump-sets and office furniture items. For the maintenance of office computer software, the college has contractual Printer, EPABX system, RO-UV Water Filters, and the silent green generator are done by the company during the warranty period and afterwards those are brought under AMC. Water Coolers and Air Conditioners are serviced by the local service providers as and when required.**

**Considering the Covid situation, all covid safety measures like sanitization, thermal screening, pulse-oximeter are regularly used. In addition to these, virtual policy decisions supporting academic and physical facilities have been enabled through online meetings of different academic and administrative committees.**