

## **Maintenance of physical, academic and support facilities:**

- The college has maintenance department that supervises the maintenance of buildings, classrooms and other infrastructure facilities. The maintenance department is headed by Dean Infrastructure and Planning who in turn monitors the civil maintenance work. Dean Infrastructure and Planning is assisted by Foreman. The civil maintenance work, such as masonry and plaster works, painting, carpentry, plumbing, furniture repairs, whenever required, is outsourced. The foreman supervises the maintenance of civil works and reports the progress of the same.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Dean Infrastructure and Planning. The requirements are collectively processed so as to keep things ready.
- Classrooms, Staffrooms, Seminar halls and Laboratories, Wash rooms and rest rooms etc are cleaned and maintained regularly by the house keeping staff. Dustbins are placed on every floor. Housekeeping is outsourced by the college. The college supervisor functions as the coordinator who monitors the quality of the work done and reports to Dean Infrastructure and Planning.
- Optimum working condition of all Generators, Air Conditioners on the campus is ensured through annual maintenance contracts (AMC). Apart from contract workers, the college has trained in - house electricians and plumbers.
- Lab assistants under the supervision of the Computer center coordinator and System administrator maintain the college computers and accessories.
- The non-teaching staff is also trained in maintenance of equipment present in the laboratories.
- The campus maintenance is monitored through surveillance Cameras.
- The college has trained in - house electricians and electrical work is adequately monitored and maintained by them. The electrical maintenance team is reporting to Head of Electrical and Electronics Engineering Department.
- Pest control of library books and records is done every year by the maintenance department.
- Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year.