

4.4.2 Procedures and Policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms, etc.

- The College ensures the availability of latest equipment and up-to-date infrastructure in the campus. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment. This procedure of purchase has following steps. • Submission of requirement in the form of a proposal • Evaluation by the Purchase Committee and Maintenance Committee • Approval by the Principal • Call for quotations and verification of prices and availability of items • Approval from the Management
- The College Administrative Officer regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and maintenance.
- The college has in-house carpenter, electrician, plumber and gardeners for the upkeep of college infrastructure.
- Regular Annual Maintenance Charges are incurred for the uninterrupted working of all equipment like computers, water coolers, air-conditioners, fire-extinguishers, electricity generator, water motors, submersible pumps, etc.
- Stock verification at the end of the financial year is undertaken for various departments and a detailed report is compiled. The teachers-incharge of various computer labs., multimedia labs., home science lab., sculpture lab., textile workshop, carpentry workshop, fine arts studio, sound studio, music recording room, CAD lab., Chroma studio, etc., maintain a stock register and conduct annual stock checking of their respective departments.
- There are various committees in the college which are dedicated to the maintenance and upkeep of the institution. These include Cleanliness Committee, Campus Beautification Committee, Eco Club, etc.

- Day to day maintenance is also ensured by the support staff specially outsourced for the purpose, apart from the regular support staff.
- There are two wings of fully-automated library in the college- Main Library and IT Library, with separate incharges. They regularly monitor the condition of the library stock, maintain rare books collection, coordinate the timing of issue and collection of books, issuing of library cards and identity cards.
- The language lab speakers and head-phones are regularly cleaned for their use by the students.
- The carpets in the department of performing arts are vacuum cleaned/ dry cleaned with the change of weather.
- The Sports Head regularly reviews the stock of equipment; new equipment is added and old/worn out is written out.
- The interior design department of the college also facilitates the beautification of the campus. Expert advice and guidance of well-known interior designers from outside is also sought as and when required.
- Round the clock security of the college aids in keeping the college infrastructure secure.
- Tie-ups with service providers ensure infrastructural update of computers department. All the computers are formatted before the beginning of academic session every year. All the computers and server room is regularly updated and maintained for their efficient working.
- SERVO has been installed to check voltage fluctuation and is regularly monitored for its efficient working.
- Recently installed Solar Plant of 245 KW has made the institution energy efficient. The solar plates are regularly cleaned with changing weather conditions.
- The green belt is maintained organically i.e., without the use of chemical fertilizers.