

4.4.2

Established Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities

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 equipments which is as follows:

- Submission of requirement in the form of a proposal
 - Evaluation by Purchase Committee and Maintenance Committee
 - Approval by the Principal
 - Call for quotations and verification of prices and availability of the items
 - Approval from the Management
 - At the end of financial year stock verification is undertaken for various departments and a detailed report is compiled. Based on this policy the perspective plan for the maintenance, repair, writing off and purchase of relevant infrastructure facilities is formulated(refer web site)
-
- The College Administrative Officer regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and other maintenance of the infrastructure.
 - 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.
 - There are incharges of various computer labs, multimedia lab, home sc. lab, sculpture lab, textile workshop, carpentry workshop, fine arts studio, sound studio, music recording room, CAD Lab and Chroma studio who are wholly responsible for the maintenance and upkeep of inventories and stock. They maintain a stock register and conduct annual stock checking of their respective departments.
 - There are two wings of 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 Librarian channelizes the requirement of books and journals submitted by various head of departments and their timely purchase to facilitate the smooth running of the academic sessions.
 - The Sports Head regularly conducts trials for the freshers to encourage them to participate in sports activities, besides coordinating various sports activities in the college.
 - The Interior Design Department of the College also facilitates in 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.
 - Day to day maintenance is also ensured by the support staff specially outsourced for the purpose, apart from the regular support staff.
 - Tie-ups with service providers ensure infrastructural updation.

- The sensitive equipment like electricity, generators, water motors, submersible pumps etc. have been installed in the outer vicinity of the College out of reach of the students.
- SERVO has been installed to check voltage fluctuation. In fact there has never been any problem of voltage fluctuation in the College campus.
- Fire Extinguishers have been installed at identified locations.
- Safe and Clean Drinking Water is ensured through ROs and Water Coolers.
- In order to ensure constant water supply, two submersible pumps have been installed aligned with two motors. Even if one breaks down the other is available as a backup.