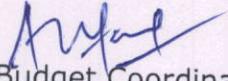
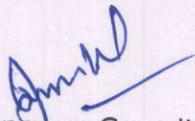


Policy for Systems & Procedures for maintaining & utilizing physical academic & support facilities.

- The Institution has well established policy for maintaining & utilizing Physical, Academic and support facilities. For maintaining & utilizing physical & academic infrastructure, Budget Committee of the College receives budget proposals from all the HOD's & Co-ordinators for different proposals. After receiving budget proposals the Committee get these proposals approved from the Principal and The Managing Committee of the College. For utilizing this budget proper procedure for sanction is followed by the respective departments. A committee is formed by the Principal for proper & effective utilization to full fill the purpose.
- Routine complaints of electricity, water & infrastructure of various departments are entertained on priority basis. There is a maintenance Wing which deals with systems and procedures for maintaining facilities.
- The College has well qualified technical staff to take care of the equipment and instruments. They are continuously engaged in the upkeep and maintenance of the equipments. The Institute has an arrangement with service providers to call them whenever required for keeping the equipments always ready to use. All the problems related to computers are handled by the Technician.
- The college has trained electricians for maintenance of electrical equipments.
- Campus cleanliness including parking areas, toilets, washrooms etc. is undertaken regularly.
- Garden maintenance, landscaping and beautification of the campus is undertaken by the committee specially constituted for the purpose.
- General cleanliness for all classrooms, labs, offices, dept. rooms and corridors etc. is done by the staff appointed for the purpose under the supervision of the Office Superintendent.
- The Physical education dept. of the institute has been provided with its own permanent staff to look after the college ground.

- To ensure effective utilization and proper maintenance of Science labs such as Physics, Chemistry and life sciences (Botany, Zoology, Biotechnology), the concerned teachers have been provided with the assistance of JLAS and lab assistants. They all work together to ensure that students requirements are met satisfactorily.
- Central Library has its own permanent supporting staff to look after and for maintaining library infrastructure.
- The Institution is also providing the residence to Pujari (Priest) besides the Krishna Temple in the college campus for proper maintenance of the Temple.
- The college has appointed Security Guards to keep a constant vigil and to ensure perfect discipline the campus.
- Silent & eco-friendly Gen Sets are installed in the campus to provide uninterrupted power supply to the entire college.
- For the smooth functioning of instruments like computers, we have UPS installed for uninterrupted electricity supply.
- All the main departments of College are interconnected with EPABX (Intercom).
- Fire Extinguishers, Water Coolers, Cash Counting machine, Photocopier, Air Conditioners etc. are also available in the campus.
- Sufficient number of Water Coolers are provided for drinking water in the college campus alongwith a centralized RO Plant of the capacity of 2000 litres/hour. One plumber is appointed in the campus to resolve all the problems related to water points.
- All the concerned incharges e.g. canteen staffroom and common room etc. register their problems in the maintenance register. The technician after contemporizing with the concerned problems sets to resolve them.


Budget Coordinator


Maintenance Coordinator


Superintendent


Principal