

Policy for Systems & Procedures for Maintaining & Utilizing Physical Academic & Support facilities

- The Institution has a policy for maintaining & utilizing physical, academic and support facilities. The Budget Committee of the College receives budget proposals from all the HOD's & Coordinators and the committee get these proposals approved by the Principal and the Managing Committee.
- During Pandemic, the institution took all precautionary steps like distance keeping, sanitization etc. Circle marks had been painted for the students and the faculty to ensure proper social distancing. Sanitiser were installed at different entry points of the institution. The sanitiser used by the college is being prepared by our Department of Chemistry.
- Routine complaints related to electricity, water & infrastructure by various departments are entertained by the Maintenance Wing.
- The College has well qualified technical staff responsible for the maintenance of the equipments. Moreover, the college has a permanent arrangement to call the service providers whenever required.
- The college has trained electricians for the maintenance of electrical appliances.
- Garden maintenance, landscaping and beautification of the campus is undertaken by the committee specially constituted for the purpose.
- General cleanliness of all classrooms, labs, offices, toilets, parking areas, corridors, etc. is done by the staff under the supervision of the Office Superintendent.
- The Sports Department make efforts to look after the ground and maintenance & upkeep of different types of equipment.
- For proper maintenance of science labs, the science departments have JLAS and lab assistants. All work together to ensure that students' requirements are met satisfactorily.
- Library has its own permanent staff to look after and for maintaining library infrastructure.
- The residence to Pujari (Priest) is provided beside the Krishna Temple for proper look after of the Temple.
- The college has appointed security guards to keep a constant vigil and to ensure perfect discipline in the campus.
- Silent & eco-friendly gen sets are installed in the campus for uninterrupted power supply to the entire college.

- The college has installed UPS to facilitate the smooth functioning of devices like computers.
- Several departments of the college are interconnected with EPABX (Intercom).
- As per requirement, the institution has installed new labs like TV & Radio Studio with Preview Room, Software Development Lab and Nutrition Lab for the students and the maintenance of these labs is in hands of expert staff.
- Campus is equipped with Fire Extinguishers, Cash Counting Machines, Photocopiers, Air Conditioners etc.
- Sufficient number of Water Coolers are provided for drinking water in the college campus along with 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. AMC exists for regular maintenance and to have an uninterrupted water supply of safe drinking water throughout the year.
- All the concerned incharges of canteen, staff room and common room etc. register their problems in the maintenance register. After getting himself acquainted with the concerned problems, the technician sets to resolve them.


Budget Coordinator


Maintenance Coordinator


Superintendent


Principal