

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

The institute has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.

- The maintenance committee is headed by the AO who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the AO and functions as the coordinator who efficiently organizes the workforce, maintains duty files containing details about their individual floor-wise responsibilities, timings, leave etc. The Administrative Officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment.
- Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by House keeping staff assigned for each floor.
- Wash rooms and rest rooms are well maintained. Multi colored Dustbins are placed at every floor.
- The Green Cover of the campus is well maintained by a full time gardener.
- Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in-house electricians and plumbers.
- Lab assistants under the supervision of the System administrator maintain the efficiency of the institutional computers and accessories.
- Parking facility is well organized. It is efficiently maintained by annually renewed contract employees.
- The campus maintenance is monitored through surveillance Cameras.
- 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.
- The civil and electrical work is adequately monitored and maintained by the Admin office.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.

- Pest control of library books and records is done every year by the maintenance department.
- Admin manager and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping.
- The non-teaching staff is also trained in maintenance of science and computer equipment.
- The Admin office workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly monitored.
- Alice for Windows Software helps in Library Management by cataloguing, bar coding, OPAC and keeping the track of issue return etc. AMC is given for Operational Support on the Software.