

## Maintenance Policy

The College has well-defined and structured system of procedures for maintaining all the physical and academic facilities. Various initiatives are taken to develop the physical ambience. The Management of the college takes care of the maintenance of all the buildings including class rooms, laboratories and hostels, with the help of engineer, supervisors, electricians, plumbers, carpenters, gardeners, scavengers and sweepers.

- A Maintenance engineer and an electrical supervisor are employed separately and are responsible for the maintenance and upkeep of the infrastructure facilities
- The Institute has entered into AMCs with professional agencies for the maintenance of specialised equipment.
- Licensed softwares are installed in the laboratories and operating systems are upgraded periodically
- Pest control measures are taken once in six months to preserve the books in the library and once in three months in the hostel kitchen
- A Computer engineer is appointed to maintain all the computers on the campus together with the help of the lab assistants of the laboratories
- Two Housekeepers are employed to monitor all housekeeping maintenance of the college and women's hostel
- Annual stock verification on books, laboratory apparatuses , sports equipments, furniture, machines and ICT equipments are done by the teaching faculty before the college closes for the summer vacation
- Certifications such as fire safety license, sanitary license, buildings stability license are obtained as per the government norms and renewed periodically within the time frame
- Inspection of electrical work and renewal of transport licenses are carried out systematically
- Necessary registers for login entry and complaints are maintained in laboratories to keep track of proper utilization and maintenance of laboratories of the institution