

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has different committees like college Building Maintenance Committee, Furniture Committee, Auction Committee, Hostel Committee, Sports Committee etc. for the maintenance and utilization of physical, academic and support facilities. The respective departments take up the responsibility of maintenance and utilization of the equipment periodically and identify the new requirements based on the need and demand. They prepare the indent and submit to the head of the institution. The purchase committee, based on the priority and budget allocation, calls for the quotations and purchases the required equipment for classrooms, laboratories, sports facilities etc.

The College Planning and Development Council (CPDC) advises the college pertaining to the maintenance and upkeep of infrastructural facilities of the college. Each department is provided with skilled manpower for the maintenance of equipment in laboratories, sports facilities, hostel etc. The teaching and learning aids like LCD projectors, virtual and digital classrooms, laptops, desktops, printers etc. are maintained by the Computer Science department and IT professionals. An Annual Maintenance Contract (AMC) has been in place for the maintenance of computer laboratories and the AMC is monitored and supervised by the department of Computer Science. The software's are maintained and updated by them. The department of Physics maintains the acoustic systems of the college. The utilization and maintenance is carried out by them. The Furniture committee maintains an inventory of all the furniture in the college. An annual verification of the furniture available, its functional condition, whether there is need for the repairs and replacements and such things are monitored by the committee. Similarly, inventories of all the equipment in the labs is maintained by the respective departments. Annual stock verification is done by the committees constituted for the purpose and a compliance report on the status of the stock is submitted to the office.

The hostel attached to the college is a student managed hostel. Here the students of the hostel are formed into different committees and are allotted duties and responsibilities. They make decisions under the guidance of the teachers in hostel committee, warden and deputy warden. The college hires manpower for civil, electrical, plumbing, carpentry works for periodic maintenance of infrastructure. The college appointed a gardener for the maintenance of the greenery of the college. The department of Botany constantly monitors the cleanliness and greenery of the college. The cleaning and regular maintenance of the campus is carried out by the contingent staff appointed for this purpose. Their work is monitored on day to day basis by the students and faculty members of Swachcha Bharath Committee.