

4.4.2 MAINTENANCE OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college ensures regular maintenance and upkeep of all infrastructural facilities. The maintenance work is carried out by trained in-house experts as well as outsourced appropriate outside agencies. A full-time care-taker is appointed by the college to ensure the cleanliness, hygiene, sanitation, water supply, electricity and security.

- All classrooms and blocks are swept clean after college hours every day. They are also washed on weekends.
- The college has appointed a Senior Technical Assistant and a computer Network Assistant to provide regular support services relating to computer hardware, software, network performance and connectivity issues round the clock.
- They also oversee and maintain the biometric attendance system in the office and hostel, and computer issues related to CCTV surveillance.
 - Periodical stock taking, replacement of worn out equipments with new ones, maintenance of instruments, furniture and electronic gadgets is done at the end of every semester.
 - Cooling centrifuge rotor, adaptors, chemicals etc are checked and maintained by the technician in the Microbiology lab.

Microscopes, Biological incubators, water bob and UV spectro-photo meters are also serviced regularly.

- Volatile toxics and odoriferous chemicals are stored in ventilated cabinets. Appropriate resistant containers are used for corrosive materials. Used chemicals are discarded in the proper containers.

The equipment in the wet lab are periodically serviced every year.

- Tailoring machines, and other machines undergo routine cleaning, lubricating, repairing, and replacement, fitting and refitting in the Sewing lab.
- All the books in the library are dusted and cleaned every day.
- Library tables, furniture, floors and equipment are cleaned every day and washed every month to avoid dust.
- Books that are of rare origin and out of print are stored in a cupboard. Xerox copies of these books are placed for circulation.
- The library software is maintained through AMC.
- Rest rooms are cleaned with sanitizers and cleaning liquids everyday in the morning and evening.
- The campus grounds are swept clean every evening after college hours and the waste material are segregated and disposed to the municipal sanitary workers.

- Functioning and maintenance of Generator, General maintenance and repair of electrical equipment, Power Supply Distribution and power from Solar Panel are all maintained by the electrician.
- A Construction Engineer and an Architect provide support in the maintenance of all the buildings, infrastructure upgradation, and provision of green facilities.
- A gardener takes care of the greenery inside the college.
- Transport facilities are overseen and monitored by a co-ordinator.
- Sports ground is regularly watered, cleaned, and tracks made for training.
- Sports items are placed in racks provided in cupboard. The broken or worn out items are either repaired or in most cases replaced by new ones.
- There is a special group of staff who take care of website updation and maintenance. They collect all matters to be published on the website then and there and update the website everyday. (500)