



Policy on Physical Maintenance of Facilities

Preamble

The Physical facilities created by the management are assets to be used by generation of learners. The management has taken step to provide best of facilities for the rural and poor students in order to imprint in these students that they do not miss out on the quality being provided as it is at par with urban institutions. It is important to keep all the infrastructure and other assets of the College in good condition through timely and proper maintenance being carried out.

Objectives

The following objectives are envisaged in this policy:

- ✓ To provide quality physical facilities conducive for quality teaching – learning in the College.
- ✓ To work towards achieving maximum benefits out of the resources made available for maintenance of the physical facilities and equipments in the College.
- ✓ To enforce optimum use of the facilities such as building, laboratory, playground, multimedia hall, multipurpose hall, smart classrooms, library and equipments for the benefit of the student community for achieving better learning outcome.
- ✓ To keep the physical facilities in good condition in order to avoid any kind of accident / injury and to avoid last minute problems in carrying out academic and co-academic activities.

General Guidelines

- ✚ The College makes every effort to ensure that financial provisions are made available for the maintenance of all the physical facilities and the equipments in the College.

- ✚ The College shall appoint appropriate staff for working and overseeing the maintenance of the physical facilities.
- ✚ Proper schedule of maintenance activities shall be arranged for and actions taken accordingly.
- ✚ The regular cleaning and maintenance of the classrooms, laboratories, halls, washrooms and other facilities shall be carried out through proper schedule and followed up by the supervisors.
- ✚ Materials required for the activities shall be arranged on time to the staff of the College.
- ✚ The library shall be maintained through the supervision of the librarian / library staff.
- ✚ The maintenance of the laboratories shall be the responsibilities of the laboratory assistants and they shall follow the procedure and notify the concerned supervising staff or authorities for repair of equipments, etc.
- ✚ The College computers, both in the laboratories and those in office, departments, etc. shall be regularly checked into with the help of external person / agency to ensure that regular and urgent activities / administration do not suffer.
- ✚ The College website shall be maintained and updated by either an external agency through an agreement or by the faculty in the department of computer science of the College.
- ✚ The College shall make arrangements for the maintenance of the lawns, playgrounds, parking spaces, etc. on a regular basis in order to make the College beautiful creating a welcoming atmosphere in the College Campus.
- ✚ The College shall conduct checking of the assets of the College at least once a year, which shall provide the opportunity to ensure that the assets are intact and also identify the ones that require repair or replacement.
- ✚ Wherever necessary and possible, the College shall enter into Annual Maintenance Contract (AMC) with suppliers / dealers for speedy maintenance of the physical facilities of the College.
- ✚ A register shall be maintained with the Campus Care Manager / Public Information Officer for the head or faculty of the departments or office staff or support staff or the students to place their needs that require the attention of the Secretary and Correspondent / Principal of the College with regard to maintenance of any facility in the College.

- ✚ The Campus Care Manager / Public Information Officer shall present the same to the Secretary and Correspondent / Principal as per the priority of the needs and follow up on the fulfilment of the requirement.
- ✚ Over and above, the students are also free to use the Grievance Redressal mechanism to air their needs and appropriate and timely attention shall be given based on priority and availability of financial resources.

The Policy on Physical Maintenance of Facilities has been approved by the Governing Body of the College in its meeting on 11th September, 2017.

