

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

The institute allocates sufficient funds for regular maintenance of the entire college facilities as per the discussion taken in the IQAC meeting. The institute reviews the requirements regarding building, furniture, class rooms, laboratory equipments, computers etc before the academic session begins and budget allocation is done taking into consideration the academic needs.

The classrooms boards and furniture facilities are utilized regularly by the students and sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like MH-CET, JEE, NEET etc. if not in use for the said period.

The academic support facilities like library, indoor & outdoor sports and the other platforms like NSS or Competitive examination cell etc are supporting overall development of the students. All these facilities are open not only to the college students but also to the entire stakeholder in the surrounding with prior permission of the authority.

The institute has appointed a team of personnel of all kinds of maintenance staff on the payroll of the college which is duly supervised by the Registrar. The institute has appointed housekeeping staff for day to day cleaning of corridors, washrooms, classrooms, laboratories, hostels and maintenance of the premises. The cleaning and maintenance of drinking water coolers is carried out regularly.

The institute has appointed electrician for repairing and maintaining all electrical works. Laboratory equipment's are regularly maintained by the technical assistant of their respective department for minor repair or by the concerned manufacturers for major repairs. The maintenance of computing facility is carried out by the system administrator and the technical assistant.

For the repair and maintenance of civil works, a requisition slip is submitted by the Head of the Department through the Principal to the Campus Estate Manager. Final periodic checking, review and observation are done by the higher authority.

The institute has allocated a budget to each department for calibration and maintenance of laboratory equipment. At the end of semester the physical verification of laboratory equipment's are carried out. The instruments which are not working those are identified and repaired by the respective vendors/service providers. The instruments are ready before the academic session begins. The day to day maintenance is carried out by the technical staff. All departmental laboratory equipments are taken up for the calibration and precision measurement as per the requirements.

The activities like fumigation and keeping library clean is done frequently by library staff.

Institutional Mechanism for Functional Maintenance

